

DESCRIPTIVE INVENTORY

ST. BERNARD'S SCHOOL OF NURSING FONDS

93.4

Arranged and Described

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DESCRIPTIVE INVENTORY

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PREFACE

This descriptive inventory is the fourth in a series of finding aids describing the records created by the American communities of the Religious Hospitallers of St. Joseph's St. Joseph Province.

Similar finding aids were prepared by Archivist Paul Banfield for the Province's Canadian communities of St. Catherines, Ontario, and Chatham, New Brunswick, in 1987 and 1989 respectively. An inventory for the community of Cornwall, Ontario was completed by Archivist Michele Chittenden in 1991. Archivist Heather Gordon completed an inventory for the Antigo, Wisconsin community in 1993.

It is the aim of St. Joseph Province Archives to prepare similar finding aids for the American communities of St. George Hospital, Chicago; New London, Wisconsin; Hartford, Wisconsin; and Polson, Montana. As was the case with the St. Bernard community, archival material from each of these American houses has been transferred to the Provincial Archives at Amherstview for arrangement and description. With the completion of each inventory (the exceptions being those for St. George, Hartford and Polson), the material will be returned to the local archives at its place of origin.

RECORDS DESCRIPTIONS

00.000 St. Bernard's School of Nursing fonds. -- November 1905-July 1975.

2.3 m of textual records

340 photographs

ADMINISTRATIVE HISTORY:

St. Bernard's School of Nursing was founded in 1906 and dissolved in 1975. Incorporated by charter on 7 February 1906, St. Bernard's Hotel Dieu Training School for Nurses provided theoretical and clinical instruction in nursing science until its closure in 1975. Popularly known as St. Bernard's School of Nursing, the School graduated its first class of 16 lay women and five religious in June 1909, and, over the course of next 66 years, graduated over 1500 nurses.

In 1913, the School affiliated itself with Loyola University for the purpose of offering extension courses. In 1935, association with the University was cemented with the amalgamation of St. Bernard's, St. Anne's, St. Elizabeth's, Oak Park, and Columbus Hospitals Schools of Nursing to form the Loyola University School of Nursing. A three year curriculum was approved by the School of Nursing's Administrative Board in June 1935 and in November 1937, the School of Nursing established a five year program leading to a Bachelor of Science degree in Nursing. In 1942, the School established affiliation with the Illinois State School of Psychiatric Nursing and the Municipal Contagious Disease Hospital, the latter relationship terminating in December 1952. In 1944 the School established psychiatric nursing affiliation with the Veterans Administration Hospital at Hines, Illinois, and in 1950 established tuberculosis nursing affiliation with the same institution. On 1 February 1949, what had come to be known as Loyola University School of Nursing, St. Bernard's Unit was renamed St. Bernard's Hospital School of Nursing. The School retained some course affiliation with Loyola, but was no longer under the University's administrative umbrella. In 1954, the School established affiliation in obstetrical nursing with the Chicago Maternity Center. In 1951, the School sought accreditation status from the National Nursing Accrediting Service, achieving full accreditation from the organization in 1958.

Mary L. Long, a lay nurse, served as the School's first director. In 1909, Sister Alice Burns was appointed to this position and was succeeded by Sister Helen Jarrell in 1917. Sister Jarrell remained Director of the School until August 1935, at which time she was named Director of the newly created Loyola University School of Nursing. In 1939, she became Dean of the Loyola School, retiring as Dean Emeritus in 1948. Sister Bridgit Creighton became Director at this time, but left office in February 1950 to pursue a Masters Degree in Nursing at Catholic University in Washington, D.C. Sister St. Joseph (Charlotte Peacher) served as Acting Director until Sister Creighton returned in February 1952. She remained

in office until her death in August 1961, at which time Sister St. Joan of Arc (Elizabeth Peyton) was appointed Director. Upon Sister's appointment as Administrator of St. Bernard Hospital in August 1962, Sister St. Gerard (Elizabeth Fitzsimmons) became Director, followed by Sister Dolores Kane in June 1973. Sister Kane left for an assignment in Hartford, Wisconsin in 1970, leaving Assistant Director Ita Murray as Acting Director of the School until her retirement in July 1974. Since, by this time, the decision had been made to close the School, a new director was not appointed to replace Miss Murray.

On 13 November 1928, a new nurses' residence was dedicated. In 1974 the School itself was torn down to make way for the 1976 wing of St. Bernard Hospital. Those students still enrolled in the School received the remainder of their theoretical training in quarters provided in a nearby convent¹

CUSTODIAL HISTORY:

Following the closure of the School of Nursing, the records remained in the custody of the Religious Hospitallers of St. Joseph's St. Bernard Community. In 1986, 2.5 metres of records were transported by car to St. Joseph Province Archives at Amherstview.

SCOPE AND CONTENT:

The fonds consists of the records generated by St. Bernard's School of Nursing between its opening in 1905 and its closure in 1975. The fonds contains a relatively large subject correspondence series belonging to the Director of the School of Nursing. It also contains minutes of meetings, records of student grades and attendance, an admissions and withdrawals register, photographs, yearbooks and some miscellaneous material. For the most part, it has been possible to reconstruct the original order of the records. Most of the series proved to be distinctive, with the exception of the photographs and miscellaneous series. The arrangement of these two series was imposed by the Archivist.

The fonds consists of nine series: Subject correspondence, Minutes of meetings, Student records, Roll call registers, Nursing service registers and daily time books, Admissions and withdrawals register, Photographs, Yearbooks, and Miscellaneous.

NOTES:

Title based on contents of the fonds

Transferred by car from St. Bernard Convent, 1987?

ACCESS: Some restrictions. See series and file descriptions for details

¹Compiled from "St. Bernard's School of Nursing, Chicago, Illinois : significant historical developments," St. Bernard School of Nursing fonds, series 01.000, file 01.094; and "A summary of accreditation at St. Bernard's School of Nursing," St. Bernard School of Nursing fonds, series 01.000, file 01.094, and with the assistance of Sister Kane, RHSJ.

No further accruals are expected

Other records relating to St. Bernard School of Nursing can be found in the Office of the Provincial Superior fonds and Sister Helen Jarrell's personal papers located at St. Joseph Province Archives, Amherstview. The St. Bernard Hospital Community fonds (93.2) and St. Bernard Hospital fonds (93.4) located at St. Bernard Convent also contain records relating to the School.

LOCATION: St. Bernard Convent, Chicago

01.000 Subject correspondence. -- October 1932-July 1975; (predominant 1962-1973).

94.0 cm of textual records

This series, by far the most physically extensive in the fonds, consists of the records accumulated by Ita Murray during her time as Acting Director (1971-1974) and Associate Director (ca. 1958-1971) of St. Bernard's School of Nursing. Most of the records take the form of correspondence, but the series also contains memoranda, minutes, reports, by laws, programs and invitations, handbooks, School and Hospital newsletters, survey results, class and rotation schedules, School calendars, organization charts, student performance evaluations, employment and affiliation contracts, and job descriptions. Topics addressed in the records include accreditation, admission requirements, curriculum evaluation and development, school and student finances, capping and graduation ceremonies, school policies and directives, inservice education, and student discipline. The records also reflect the School's relationship with the federal Department of Health, Education and Welfare and the state Department of Registration and Education; with professional associations such as the American Nurses Association, the Illinois Nurses Association, and the National League for Nursing; and with facilities offering affiliation programs, including the Chicago Maternity Center, Jackson Park Hospital, the Cordi-Marian Settlement Nursery School, Betty's Nursery and Kindergarten, the Saint Euphrasia Day Nursery, Jacksonville State Hospital, and the Veterans Administration Hospital at Hines, Illinois.

Title based on contents of the series

Handwritten

Typescripts and some printed matter, some signed (some carbon copies, mimeograph copies, and photocopies)

Examination of the labels on the original file folders revealed that the files most likely were arranged alphabetically by subject. For example, files with titles beginning with 'c' were grouped together, followed by files with titles beginning with 'd'. The groups of files corresponding to a single letter of the alphabet, however, were not always filed alphabetically (i.e. 'D' after 'c,' 'e' after 'd', etc.).

The Archivist assumed that this disorder occurred as a result of the records' custodians packing and repacking the files between the time they were removed from the School of Nursing and the time of their transfer to St. Joseph Province Archives, and therefore was not a manifestation of the series' original order. Consequently, those files obviously misfiled were refiled alphabetically by the Archivist, with care taken to disrupt as little as possible the order within groups of files with titles corresponding to a single letter.

ACCESS: Some restrictions

LOCATION: Box 1, files 1-18
Box 2, files 1-21
Box 3, files 1-21
Box 4, files 1-19
Box 5, files 1-19
Box 6, files 1-23
Box 7, files 1-13
Box 8, files 1-3

01.001 *Summary of St. Bernard's school accreditation. -- January, [March?] 1966.*

1.0 cm of textual records

This file contains 2 copies of the report of a revisit of the School of Nursing by an accreditation official on 21-25 March 1966, a brief history of accreditation at the School (current to 1958), and a letter, presumably misfiled, from Sister Kane to Chicago Video Nursing regarding the organization's newsletter.

ALPHANUMERIC DESIGNATIONS: SBSN-2-16

ACCESS: Open

LOCATION: Box 1, file 1

01.002 *Summary of St. Bernard's school accreditation. -- [October?] 1958.*

0.5 cm of textual records

This file contains the report of a survey of the School of Nursing by accreditation officials on 13-18 October 1958.

ALPHANUMERIC DESIGNATIONS: SBSN-2-17

ACCESS: Open

LOCATION: Box 1, file 2

01.003 *State accreditation. -- 20 May 1948-7 March 1962.*

0.4 cm of textual records

This file contains letters from the State Department of Registration and Education to the School's director. The letters outline the recommendations of the Board of Nurse Examiners, arrived at after study of the School's inspections reports.

ALPHANUMERIC DESIGNATIONS: SBSN-2-18

ACCESS: Open

LOCATION: Box 1, file 3

01.004 *Accreditation : materials relative to. -- 1962, 1968.*

0.5 cm of textual records

This file contains reference material produced by the National League for Nursing regarding nursing school evaluation and accreditation procedures.

ALPHANUMERIC DESIGNATIONS: SBSN-2-25

ACCESS: Open

LOCATION: Box 1, file 4

01.005 *Activity reports. -- July 1963-June 1971.*

2.0 cm of textual records

This file contains the director's copies of the monthly activity reports submitted by the director to the hospital administrator and assistant administrator.

ALPHANUMERIC DESIGNATIONS: SBSN-2-21

ACCESS: Open

LOCATION: Box 1, file 5

01.006 *Admission : materials related to class of 1971. -- July 1968-September 1968.*

1.0 cm of textual records

This file includes completed student information inventories; class schedules; School calendar; form letter outlining details of tuition, personal needs, and pre-entrance requirements sent to students prior to the beginning of the academic year; directions regarding the students' orientation, health examination; and parents' invitation to the School's open house.

ALPHANUMERIC DESIGNATIONS: SBSN-2-26

ACCESS: Restricted

LOCATION: Box 1, file 6

01.007 *Advisory council by-laws. -- 1963.*

4 p

This file contains a corrected copy of the by laws

ALPHANUMERIC DESIGNATIONS: SBSN-1-6

ACCESS: Open

LOCATION: Box 1, file 7

01.008 *American Nurses Association. -- 1969.*

2 p

This file contains a copy of a letter from the director of the School of Nursing to the American Nurses Association regarding a possible former student, as well as an information sheet entitled "Information for Writers of Performance Evaluations."

ALPHANUMERIC DESIGNATIONS: SBSN-2-27

ACCESS: Open

LOCATION: Box 1, file 8

01.009 *St. Bernard's School of Nursing : annual reports. -- 1954-1974.*

3.0 cm of textual records

This file contains a complete set of annual reports for the school years 1953/1954 through to 1973/74.

ALPHANUMERIC DESIGNATIONS: SBSN-1-5

ACCESS: Open

LOCATION: Box 1, file 9

01.010 *Articles of incorporation for St. Bernard's School of Nursing. -- [1962?].*

1 p

This file contains only a note reading "Received from Sister St. Joan of Arc copies pertaining to incorporation of School of Nursing. [signed] T. Staunton."

ALPHANUMERIC DESIGNATIONS: SBSN-2-22

ACCESS: Open

LOCATION: Box 1, file 10

01.011 *Assessment of patient needs. -- May 1965.*

6 p

This file contains a mimeograph copy of the University of Michigan School of Nursing's "Guide to the Systematic Assessment of the Functional Abilities of a Patient."

ALPHANUMERIC DESIGNATIONS: SBSN-2-28

ACCESS: Open
LOCATION: Box 1, file 11

01.012 *Audio-visual materials : resources. -- [April?] 1970.*

1 p

This file contains the address of the National Medical Audiovisual Center in Atlanta.

ALPHANUMERIC DESIGNATIONS: SBSN-2-29
ACCESS: Open
LOCATION: Box 1, file 12

01.013 *Bibliography : fluid and electrolytes. -- [1967?].*

0.4 cm of textual records

This file contains a two page handwritten bibliography of sources regarding fluids and electrolytes. The bibliography is accompanied by a 72 page booklet entitled "Fluid and Electrolytes: Some Practical Guides to Clinical Use."

ALPHANUMERIC DESIGNATIONS: SBSN-2-30
ACCESS: Open
LOCATION: Box 1, file 13

01.014 *Books ordered : book lists of students. -- November 1962-September 1972, September 1974.*

1.5 cm of textual records

This file contains sign up sheets signed by students after picking up specific textbooks. It also contains price lists for some of the texts.

ALPHANUMERIC DESIGNATIONS: SBSN-4-80
ACCESS: Open
LOCATION: Box 1, file 14

01.015 *Budget : School of Nursing. -- 1963-1964.*

12 p

This file contains a budget consideration report for 1964-1965. Supporting documentation includes purchase requisitions for chemicals, lists of equipment needed, and income and expense statements from 1963.

ALPHANUMERIC DESIGNATIONS: SBSN-5-81
ACCESS: Open
LOCATION: Box 1, file 15

01.016 *School of Nursing, St. Bernard's : bulletin. -- 1953-1972.*

1.5 cm of textual records

This file contains a number of different editions (1953-1955, 1957-1959, 1962-1964, 1964-1966, 1967-1969, and 1972-1975) of the School of Nursing's student information booklet. Each booklet provided students with details regarding admission requirements, registration, fees and expenses, School regulations, facilities, faculty, and curriculum. The file also contains a St. Bernard Hospital personnel guide and a 1963-1964 calendar of events for the School's Mothers' Club.

ALPHANUMERIC DESIGNATIONS: SBSN-1-3

ACCESS: Open

LOCATION: Box 1, file 16

01.017 *St. Bernard's School of Nursing bulletin : in process - 1966. -- 1966.*

0.5 cm of textual records

This file contains a Xerox copy of a cut and paste draft of the 1966-1968 School of Nursing Bulletin.

ALPHANUMERIC DESIGNATIONS: SBSN-1-1

ACCESS: Open

LOCATION: Box 1, file 17

01.018 *Bulletins : library. -- 29 May 1965-29 March 1968.*

11 p

This file contains mimeograph and carbon copies of the School of Nursing's library's newsletter.

ALPHANUMERIC DESIGNATIONS: SBSN-2-31

ACCESS: Open

LOCATION: Box 1, file 18

01.019 *By laws of medical staff : St. Bernard Hospital. -- May 1965.*

1.5 cm of textual records

This file contains three copies of two different layouts of the May 1965 revised edition of the medical staff by laws.

ALPHANUMERIC DESIGNATIONS: SBSN-1-11

ACCESS: Open

LOCATION: Box 2, file 1

01.020 *Calendar of events. -- January 1963-March 1971.*

1.5 cm of textual records

This file contains a month by month schedule of meetings, holidays and social events.

ALPHANUMERIC DESIGNATIONS: SBSN-5-82

ACCESS: Open

LOCATION: Box 2, file 2

01.021 *Calendar of School. -- 1966-1969.*

6 p

This file contains School of Nursing calendars for the academic years 1966-1967 to 1969-1970.

ALPHANUMERIC DESIGNATIONS: SBSN-2-32

ACCESS: Open

LOCATION: Box 2, file 3

01.022 *Capping information. -- 1952-1973; (predominant 1963-1973).*

1.0 cm of textual records

This file contains programs, correspondence, and reference articles related to the School of Nursing's capping ceremonies.

ALPHANUMERIC DESIGNATIONS: SBSN-1-10

ACCESS: Open

LOCATION: Box 2, file 4

01.023 *Cashier receipts. -- 20 September 1974-24 July 1975.*

0.5 cm of textual records

This file contains receipts from St. Bernard hospital made out to the School of Nursing for tuition, books, and miscellaneous expenses.

ALPHANUMERIC DESIGNATIONS: SBSN-7-132

ACCESS: Open

LOCATION: Box 2, file 5

01.024 *Census : St. Bernard's Hospital. -- November 1962-December 1965.*

0.5 cm of textual records

This file contains statistics related to bed capacity and number of patients in various departments of St. Bernard Hospital.

ALPHANUMERIC DESIGNATIONS: SBSN-5-94

ACCESS: Open

LOCATION: Box 2, file 6

01.025 *Chart, organizational : School of Nursing, also hospital chart. -- October 1964-September 1971.*

16 p

This file contains various revised copies of organization charts of both the School of Nursing and St. Bernard Hospital.

ALPHANUMERIC DESIGNATIONS: SBSN-5-95

ACCESS: Open

LOCATION: Box 2, file 7

01.026 *Chart, organizational : samples. -- [1972?].*

3 p

This file contains organization charts from schools of nursing other than St. Bernard's.

ALPHANUMERIC DESIGNATIONS: SBSN-5-96

ACCESS: Open

LOCATION: Box 2, file 8

01.027 *St. Bernard Hospital School of Nursing organizational chart. -- December 1971-November 1973.*

5 p

This file contains working copies and revised photocopies of the School of Nursing's organizational chart.

ALPHANUMERIC DESIGNATIONS: SBSN-4-79

ACCESS: Open

LOCATION: Box 2, file 9

01.028 *School of Nursing charter. -- Photocopied [ca. 1975].*

4 p

This file contains a photocopy of the certificate of organization incorporating St. Bernard's Hotel Dieu Training School for Nurses on 17 February 1906.

Title based on contents of the file

ALPHANUMERIC DESIGNATIONS: Accession 92.40-33-461

ACCESS: Open

LOCATION: Box 2, file 10

01.029 *Chicago Maternity Center correspondence : also profiles, instructions, rotations. -- 29 May 1963-20 April 1973.*

2.0 cm of textual records

This file contains correspondence between the School of Nursing and the Chicago Maternity Center, the facility at which the School's student nurses

received field experience in maternal and child health nursing. While the file contains some information regarding the legalities of the affiliation and the objectives of the program, most of it consists of rotation schedules and profiles of the students scheduled for duty at the Center. These profiles contain details of each student's academic and clinical standing and, occasionally, comments regarding their temperament as it affects their abilities as a student nurse.

ALPHANUMERIC DESIGNATIONS: SBSN-2-33

ACCESS: Restricted

LOCATION: Box 2, file 11

01.030 *Civil defense : 1969. -- 2 January 1969-20 November 1969.*

7 p

This file contains correspondence regarding the School of Nursing's involvement in disaster education and planning.

ALPHANUMERIC DESIGNATIONS: SBSN-3-34

ACCESS: Open

LOCATION: Box 2, file 12

01.031 *Class schedules : all classes [1965-1970]. -- 1965-1969.*

0.5 cm of textual records

This file contains class schedules (timetables) for various freshman and senior classes.

ALPHANUMERIC DESIGNATIONS: SBSN-3-35

ACCESS: Open

LOCATION: Box 2, file 13

01.032 *Class of 1970 class schedules : rotations. -- 1967-1969.*

0.5 cm of textual records

This file contains class schedules (timetables) for the class of 1970.

ALPHANUMERIC DESIGNATIONS: SBSN-3-36

ACCESS: Open

LOCATION: Box 2, file 14

01.033 *Conference of Catholic Schools of Nursing. -- 21 December 1970.*

5 p

This file contains a circular letter with enclosures from the Catholic Hospital Association's Conference of Catholic Schools of Nursing.

ALPHANUMERIC DESIGNATIONS: SBSN-3-37

ACCESS: Open
LOCATION: Box 2, file 15

01.034 *Conferences : list of seniors. -- [May?] 1966.*

1 p

This file contains a schedule of graduating students' evaluation appointments with Ita Murray.

ALPHANUMERIC DESIGNATIONS: SBSN-3-38

ACCESS: Open
LOCATION: Box 2, file 16

01.035 *Constitution of student-faculty cooperative government. -- September 1965.*

8 p

This file contains a copy of the constitution of the School of Nursing's student-faculty cooperative government association, an organization founded to promote communication and understanding between students and faculty.

ALPHANUMERIC DESIGNATIONS: SBSN-1-6A

ACCESS: Open
LOCATION: Box 2, file 17

01.036 *Contracts : old. -- May 1963-February 1971.*

0.5 cm of textual records

This file contains affiliation agreements between the School of Nursing and the Chicago Maternity Center, Jackson Park Hospital, the Cordi-Marian Settlement, and the Veterans Administration Hospital.

ALPHANUMERIC DESIGNATIONS: SBSN-3-39

ACCESS: Open
LOCATION: Box 2, file 18

01.037 *Contracts : 1973. -- November 1970-November 1973.*

0.5 cm of textual records

This file contains affiliation agreements between the School of Nursing and Betty's Nursery and Kindergarten, Jacksonville State Hospital, and the Chicago Maternity Center.

ALPHANUMERIC DESIGNATIONS: SBSN-3-40

ACCESS: Open
LOCATION: Box 2, file 19

01.038 *Cordi-Marian Settlement House. -- 27 July 1964-19 May 1970.*

1.0 cm of textual records

This file contains correspondence between Ita Murray and Mother Marie, director of the Cordi-Marian Settlement nursery school.

ALPHANUMERIC DESIGNATIONS: SBSN-3-41

ACCESS: Open

LOCATION: Box 2, file 20

01.039 *Council of Catholic Nurses. -- January 1965-1970.*

2.0 cm of textual records

This file contains correspondence, minutes, agenda, proceedings, and newsletters regarding the Council of Catholic Nurses of the Archdiocese of Chicago.

ALPHANUMERIC DESIGNATIONS: SBSN-3-42

ACCESS: Open

LOCATION: Box 2, file 21

01.040 *NLN criteria for diploma schools of nursing : 1969. -- 1968-1970.*

23 p

This file contains information regarding the National League for Nursing's criteria for evaluating nursing education diploma programs.

ALPHANUMERIC DESIGNATIONS: SBSN-3-43

ACCESS: Open

LOCATION: Box 3, file 1

01.041 *Curriculum : definition of. -- 1962-1970.*

5 p

This file contains definitions of "curriculum" and "course," courtesy of the National League for Nursing and a text by Loretta Heidgerken.

ALPHANUMERIC DESIGNATIONS: SBSN-3-45

ACCESS: Open

LOCATION: Box 3, file 2

01.042 *Two-year curriculum : material on. -- April 1951.*

11 p

This file contains the Report of the Committee on a Two-year Program of Studies in the Basic Nursing Curriculum, prepared by a curriculum class at the Catholic University of America's School of Nursing Education.

ALPHANUMERIC DESIGNATIONS: SBSN-3-46

ACCESS: Open

LOCATION: Box 3, file 3

01.043 *Curriculum : materials. -- December 1962-February 1963.*

12 p

This file contains information regarding the structure and objectives of the School of Nursing's curriculum committee as well as the committee's analysis of Medical-Surgical Nursing I.

ALPHANUMERIC DESIGNATIONS: SBSN-3-44

ACCESS: Open

LOCATION: Box 3, file 4

01.044 *Curriculum : summary of. -- 1962-1973.*

1.5 cm of textual records

This file contains statistics regarding the number of hours devoted to specific courses offered by the School of Nursing between 1962 and 1974.

ALPHANUMERIC DESIGNATIONS: SBSN-3-47

ACCESS: Open

LOCATION: Box 3, file 5

01.045 *Curriculum : 1964. -- 1964.*

3 p

This file contains a copy of the National League for Nursing's "Guide to Curriculum Change."

ALPHANUMERIC DESIGNATIONS: SBSN-3-48

ACCESS: Open

LOCATION: Box 3, file 6

01.046 *Day nursery : Betty's Nursery and Kindergarten. -- 2 April 1958-3 April 1959, 15 December 1971-September 1974.*

0.5 cm of textual records

This file contains legal agreements and correspondence between the School of Nursing and, first, the Saint Euphrasia Day Nursery and, then, Betty's Nursery and Kindergarten, facilities in which student nurses studied the behaviour of healthy children.

ALPHANUMERIC DESIGNATIONS: SBSN-3-49

ACCESS: Open

LOCATION: Box 3, file 7

01.047 *Definitions accepted by faculty. -- 19 January 1970.*

3 p

This file contains three copies of the definitions of "curriculum" and "course" accepted by the School of Nursing faculty.

ALPHANUMERIC DESIGNATIONS: SBSN-3-50

ACCESS: Open

LOCATION: Box 3, file 8

01.048 *Department of Health, Education and Welfare. -- 11 May 1967-20 November 1970.*

1.0 cm of textual records

This file contains circular correspondence and blank forms from the Department of Health, Education and Welfare regarding its financial aid programs.

ALPHANUMERIC DESIGNATIONS: SBSN-7-126

ACCESS: Open

LOCATION: Box 3, file 9

01.049 *Department of Registration and Education - Illinois : application forms for state board test pool examination - dates. -- December 1959-1967.*

0.4 cm of textual records

This file contains memoranda listing the place and dates of the Department of Registration and Education's registered nurse examinations and providing information regarding application procedures and deadlines. The file also contains correspondence regarding changes in the application form.

ALPHANUMERIC DESIGNATIONS: SBSN-5-87

ACCESS: Open

LOCATION: Box 3, file 10

01.050 *Department of Registration and Education - Illinois : approval of affiliations. -- January 1957, October 1962-September 1963.*

7 p

This file contains correspondence regarding the School of Nursing's affiliation with the Veteran's Administration Hospital in Hines, Illinois and a list of facilities approved by the Department of Registration and Education for affiliation experience.

ALPHANUMERIC DESIGNATIONS: SBSN-7-122

ACCESS: Open

LOCATION: Box 3, file 11

01.051 *Department of Registration and Education : approval of head nurses and faculty members. -- 3 January 1952-30 December 1958.*

0.5 cm of textual records

This file contains letters from the Department of Registration and Education regarding its approval of the qualifications of the School of Nursing's instructors and supervisors.

ALPHANUMERIC DESIGNATIONS: SBSN-7-123

ACCESS: Open

LOCATION: Box 3, file 12

01.052 *Department of Registration and Education : correspondence. -- 11 January 1957-14 December 1962.*

1.0 cm of textual records

This file contains general correspondence between the School of Nursing and the Department of Registration and Education as well as copies of the School's 1958 and 1959 annual reports to the Department.

ALPHANUMERIC DESIGNATIONS: SBSN-7-125

ACCESS: Open

LOCATION: Box 3, file 13

01.053 *Operating certificate. -- 25 October 1932.*

1 p

This file contains the certificate, issued by the Department of Registration and Education, allowing St. Bernard's Hotel Dieu to operate a school of nursing.

Title based on contents of the file

Brittle

ALPHANUMERIC DESIGNATIONS: SBSN-10-165

ACCESS: Open

LOCATION: Box 3, file 14

01.054 *Department of Registration and Education : quarterly reports. -- 20 January 1954, 15 April 1957, 15 October 1957.*

7 p

This file contains a 1954 form letter regarding changes to the quarterly report form itself and also copies of the April and October 1957 quarterly reports that provide faculty and student statistics.

ALPHANUMERIC DESIGNATIONS: SBSN-7-124

ACCESS: Open

LOCATION: Box 3, file 15

01.055 *Department of Registration and Education : questionnaire on qualifications and teaching load of nurse faculty. -- 26 June 1962-June 1964; (predominant 1 January 1961).*

21 p

This file contains performance evaluations of School of Nursing instructors and some correspondence clarifying points made in the evaluations.

ALPHANUMERIC DESIGNATIONS: SBSN-7-127

ACCESS: Restricted

LOCATION: Box 3, file 16

01.056 *Department of Registration and Education : reports, 1968-1974. -- 1968-1974.*

2.5 cm of textual records

This file contains the School of Nursing's annual reports to the Department of Registration and Education.

ALPHANUMERIC DESIGNATIONS: SBSN-5-86

ACCESS: Open

LOCATION: Box 3, file 17

01.057 *Department of Registration and Education : statistical information - requirements and recommendations - schools of nursing. -- 1957-1963, 1969.*

1.0 cm of textual records

This file contains compilations (by the Department of Registration and Education) of statistics in booklet form, and memoranda and a booklet outlining the Department's recommendations regarding the operation of a school of nursing.

ALPHANUMERIC DESIGNATIONS: SBSN-7-121

ACCESS: Open

LOCATION: Box 3, file 18

01.058 *Department of Registration and Education - Illinois : statistical reports - studies - rank of School. -- May 1958-March 1973.*

2.0 cm of textual records

This file contains the reports of mean scores achieved by nursing schools whose graduates wrote state board examinations and professional nurse licenser examinations.

ALPHANUMERIC DESIGNATIONS: SBSN-5-88

ACCESS: Open

LOCATION: Box 3, file 19

01.059 *Description of graduates of St. Bernard's School of Nursing : aim of School, 1965. -- 22 February 1965.*

4 p

This file contains carbon copies of a list of personal characteristics and abilities deemed by the School of Nursing to be possessed by the ideal student nurse.

ALPHANUMERIC DESIGNATIONS: SBSN-3-51

ACCESS: Open

LOCATION: Box 3, file 20

01.060 *Directives : School of Nursing. -- 23 August 1962-17 January 1968.*

12 p

This file contains memoranda announcing policy decisions and providing procedural information regarding upcoming events.

ALPHANUMERIC DESIGNATIONS: SBSN-3-52

ACCESS: Open

LOCATION: Box 3, file 21

01.061 *Disaster : program on, 1970-1971. -- October 1970-May 1971.*

1.0 cm of textual records

This file contains memoranda, lists of names and phone numbers, and instruction sheets regarding the School of Nursing's disaster plan, as well as a copy of St. Bernard Hospital's 1970 disaster manual.

ALPHANUMERIC DESIGNATIONS: SBSN-3-53

ACCESS: Open

LOCATION: Box 4, file 1

00.062 *English placement : admission forms, also results of tests. -- August 1967-September 1967, September 1968.*

15 p

This file contains the results of the class of 1971's English placement tests and Bogan Junior College's English 101 admission forms for the class of 1970. The latter forms also record each student's exam results.

ALPHANUMERIC DESIGNATIONS: SBSN-3-54

ACCESS: Restricted

LOCATION: Box 4, file 2

01.063 *Evaluations : pre-conferences. -- [ca. 1970].*

0.7 cm of textual records

This file contains anonymous forms completed by freshmen, junior and senior students giving each student's opinion of the effectiveness of pre conferences.

ALPHANUMERIC DESIGNATIONS: SBSN-3-55

ACCESS: Open

LOCATION: Box 4, file 3

01.064 *Evaluation of courses and teaching : 1970-1971. -- December 1970.*

1.0 cm of textual records

This file contains completed, anonymous course evaluation forms for Nursing IV (Medical Surgical Nursing).

ALPHANUMERIC DESIGNATIONS: SBSN-3-56

ACCESS: Restricted

LOCATION: Box 4, file 4

01.065 *Evaluation : periodic and systematic. -- April 1966-December 1969.*

1.0 cm of textual records

This file contains minutes of Systematic and Periodic Evaluation Committee meetings and minutes of the Faculty Committee dealing with curriculum evaluation.

ALPHANUMERIC DESIGNATIONS: SBSN-3-57

ACCESS: Open

LOCATION: Box 4, file 5

01.066 *Evaluation conferences : 1964-1965. -- October 1964-September 1965.*

20 p

This file contains minutes of evaluation meetings at which time individual student performances were critiqued. These critiques are included in the file, along with evaluation conference schedules.

ALPHANUMERIC DESIGNATIONS: SBSN-3-58

ACCESS: Restricted

LOCATION: Box 4, file 6

01.067 *Evaluation : course, 1968-1969. -- July 1968, October 1969; (predominant October 1969).*

0.5 cm of textual records

This file contains completed, anonymous course evaluations for Nursing IV (Medical Surgical Nursing) and Respiratory Impairment.

ALPHANUMERIC DESIGNATIONS: SBSN-3-59

ACCESS: Restricted

LOCATION: Box 4, file 7

01.068 *Evaluation of nursing care plans. -- April 1969.*

0.5 cm of textual records

This file contains anonymous evaluation forms completed in response to an opinion survey of students and faculty regarding nursing care plans.

ALPHANUMERIC DESIGNATIONS: SBSN-4-60

ACCESS: Open

LOCATION: Box 4, file 8

01.069 *Evaluation : objectives and levels of performance of students in clinical area. -- 1965-1966.*

0.4 cm of textual records

This file contains guidelines for evaluating student performance in general and at the freshman, junior and senior levels of training.

ALPHANUMERIC DESIGNATIONS: SBSN-4-61

ACCESS: Open

LOCATION: Box 4, file 9

01.070 *Criteria for the evaluation of educational programs in nursing leading to a diploma. -- 14 April 1965.*

1 p

This file contains an outline of criteria taken from Hilda Taba's text entitled Curriculum Development.

ALPHANUMERIC DESIGNATIONS: SBSN-4-62

ACCESS: Open

LOCATION: Box 4, file 10

01.071 *Materials relating to evaluation. -- 1960-1965.*

1.5 cm of textual records

This file contains reference material concerning the theory behind performance evaluation as well as some course evaluations (written by students) and some student evaluations (written by instructors).

ALPHANUMERIC DESIGNATIONS: SBSN-4-63

ACCESS: Restricted

LOCATION: Box 4, file 11

01.072 *Evaluation conferences : 1965-1970. -- 1965-1970.*

8 p

This file contains evaluation conference schedules.

ALPHANUMERIC DESIGNATIONS: SBSN-4-64

ACCESS: Open

LOCATION: Box 4, file 12

01.073 *Applications : librarian, School of Nursing. -- 20 December 1965-January 1966.*

0.2 cm of textual records

This file contains correspondence, application forms and letters of recommendation regarding the search for a School of Nursing librarian.

ALPHANUMERIC DESIGNATIONS: SBSN-8-142

ACCESS: Restricted

LOCATION: Box 4, file 13

01.074 *Faculty : bulletins. -- November 1963-July 1970.*

1.0 cm of textual records

This file contains issues 1-76 of the faculty newsletter.

ALPHANUMERIC DESIGNATIONS: SBSN-1-2

ACCESS: Open

LOCATION: Box 4, file 14

01.075 *Contract : form - faculty. -- [ca. 1966].*

4 p

This file contains blank instructor's contracts and blank character reference forms.

ALPHANUMERIC DESIGNATIONS: SBSN-8-140

ACCESS: Open

LOCATION: Box 4, file 15

01.076 *Professional counseling and placement service / faculty recruitment : contracts with prospective instructors. -- 20 June 1962-13 May 1969.*

0.4 cm of textual records

This file contains correspondence regarding faculty recruitment, largely through the Illinois Nurses Association. The file also contains some application forms.

ALPHANUMERIC DESIGNATIONS: SBSN-8-141

ACCESS: Restricted

LOCATION: Box 4, file 16

01.077 *Faculty correspondence. -- 2 January 1959-17 August 1966; (predominant 1959-1963).*

0.2 cm of textual records

This file contains correspondence with various members of the faculty regarding such matters as textbooks, teaching schedules, and submission of grades.

ALPHANUMERIC DESIGNATIONS: SBSN-8-144

ACCESS: Open

LOCATION: Box 4, file 17

01.078 *Faculty handbook. -- [1959?-1973?].*

1.5 cm of textual records

This file contains a copy of the School of Nursing's faculty policy and procedures manual, faculty lists, committee membership lists, and St. Bernard Hospital policy statements.

ALPHANUMERIC DESIGNATIONS: SBSN-7-131

ACCESS: Open

LOCATION: Box 4, file 18

01.079 *St. Bernard's School of Nursing, Chicago, Illinois : faculty handbook. -- Rev. 1966. -- 1966-1969.*

2.5 cm of textual records

This file contains a copy of the School of Nursing's faculty policy and procedures manual, updated between 1966 and 1969.

ALPHANUMERIC DESIGNATIONS: SBSN-32-453

ACCESS: Open

LOCATION: Box 4, file 19

01.080 *Faculty handouts. -- 1970-1972.*

1.5 cm of textual records

This file contains student welfare committee minutes, job descriptions, School of Nursing calendars, evaluation conference schedules, curriculum summaries, policy statements, and a 1972-1973 issue of the student handbook.

ALPHANUMERIC DESIGNATIONS: SBSN-32-454

ACCESS: Open

LOCATION: Box 5, file 1

01.081 *Faculty : list of. -- August 1952-August 1958, 1962, 1969.*

0.5 cm of textual records

This file contains lists of faculty and staff, accompanied by orientation day procedures.

ALPHANUMERIC DESIGNATIONS: SBSN-8-145

ACCESS: Open

LOCATION: Box 5, file 2

01.082 *Faculty : policies. -- [ca. 1958].*

34 p

This file contains a single copy of St. Bernard's Hospital's personnel guide.

ALPHANUMERIC DESIGNATIONS: SBSN-3-139

ACCESS: Open

LOCATION: Box 5, file 3

01.083 *Faculty : salary scale, also contract forms. -- July 1971-October 1973.*

0.5 cm of textual records

This file contains memoranda, blank faculty contracts and completed faculty contracts.

ALPHANUMERIC DESIGNATIONS: SBSN-7-130

ACCESS: Restricted

LOCATION: Box 5, file 4

01.084 *Faculty : work load, study of, materials related to. -- January 1968.*

2 p

This file contains directions for carrying out a faculty load study and a blank study form.

ALPHANUMERIC DESIGNATIONS: SBSN-4-67

ACCESS: Open

LOCATION: Box 5, file 5

01.085 *Films. -- 1957-1966; (predominant June 1966).*

1.0 cm of textual records

This file contains correspondence and invoices regarding the rental of educational films as well as issues of "Reviews of Medical Motion Pictures" (supplements of the Journal of the American Medical Association) dating between 1957 and 1961.

ALPHANUMERIC DESIGNATIONS: SBSN-4-68

ACCESS: Open

LOCATION: Box 5, file 6

01.086 *Financial transactions : 1974-1975. -- September 1974-December 1974.*

4 p

This file contains some correspondence and a statement of tuition and fees.

ALPHANUMERIC DESIGNATIONS: SBSN-7-133

ACCESS: Open

LOCATION: Box 5, file 7

01.087 *Forms : students, 1967-1968. -- 1967.*

11 p

This file contains various blank forms (request for loan, instructor's report, attendance record, etc.) used by the School of Nursing.

ALPHANUMERIC DESIGNATIONS: SBSN-4-69

ACCESS: Open

LOCATION: Box 5, file 8

01.088 *Forms used in the School of Nursing : 1970-1971. -- 1970.*

0.5 cm of textual records

This file contains various blank forms (student evaluation, cumulative health record, class attendance record, etc.) used by the School of Nursing.

ALPHANUMERIC DESIGNATIONS: SBSN-4-70

ACCESS: Open

LOCATION: Box 5, file 9

01.089 *Evaluation : [June graduate survey]. -- 1962-1964; (predominant 1963-1964).*

1.5 cm of textual records

This file contains personalized survey forms completed by the classes of 1963 and 1964. The forms contain information regarding each student's

immediate and long term plans after graduation and their overall view of St. Bernard's nursing program.

ALPHANUMERIC DESIGNATIONS: SBSN-7-114

ACCESS: Restricted

LOCATION: Box 5, file 10

01.090 *June graduate survey : 1956. -- April 1956.*

0.5 cm of textual records

This file contains personalized survey forms completed by the class of 1956 regarding each student's immediate and long term plans after graduation and their overall view of the St. Bernard's nursing program. The file also contains completed survey forms regarding the each student's interest in state board examination review topics.

ALPHANUMERIC DESIGNATIONS: SBSN-7-115

ACCESS: Restricted

LOCATION: Box 5, file 11

01.091 *June graduate survey : 1957. -- April 1957.*

18 p

This file contains personalized survey forms completed by the class of 1957 regarding each student's immediate and long term plans after graduation and their overall view of the St. Bernard's nursing program.

ALPHANUMERIC DESIGNATIONS: SBSN-7-116

ACCESS: Restricted

LOCATION: Box 5, file 12

01.092 *Graduation and capping ceremony programs. -- February 1968-July 1975.*

0.5 cm of textual records

This file contains an incomplete run of programs from School of Nursing graduation and capping ceremonies.

ALPHANUMERIC DESIGNATIONS: SBSN-33-459

ACCESS: Open

LOCATION: Box 5, file 13

01.093 *Graduation folder. -- 1963-1975.*

2.0 cm of textual records

This file contains correspondence, memoranda, homilies, invitations, tickets, guest lists, and programs relating to School of Nursing graduation ceremonies between 1963 and 1975.

ALPHANUMERIC DESIGNATIONS: SBSN-2-23

ACCESS: Open

LOCATION: Box 5, file 14

01.094 *History of accreditation at St. Bernard's. -- 1958, 1974.*

13 p

This file contains brief historical overviews of the accreditation process at the School of Nursing and of the development of the School itself.

ALPHANUMERIC DESIGNATIONS: SBSN-1-14

ACCESS: Open

LOCATION: Box 5, file 15

01.095 *Honor roll : St. Bernard's School of Nursing. -- 1 September 1967.*

1 p

This file contains a list of those senior and junior students making the School of Nursing's honor roll.

ALPHANUMERIC DESIGNATIONS: SBSN-5-83

ACCESS: Open

LOCATION: Box 5, file 16

01.096 *Hospital directives. -- 8 November 1963-5 October 1971.*

0.75 cm of textual records

This file contains memoranda, notices and circulars announcing policy decisions and upcoming events.

ALPHANUMERIC DESIGNATIONS: SBSN-4-71

ACCESS: Open

LOCATION: Box 5, file 17

01.097 *Personnel policies : hospital. -- 1 March 1961-15 May 1971; (predominant 1968-1971).*

2.0 cm of textual records

This file contains memoranda from the administrator, assistant administrator, director of personnel, and director of fiscal services regarding changes in St. Bernard hospital policy affecting personnel.

ALPHANUMERIC DESIGNATIONS: SBSN-4-72

ACCESS: Open

LOCATION: Box 5, file 18

01.098 *Illinois Hospital Association. -- February 1963-October 1964; (predominant 1964).*

0.5 cm of textual records

This file contains a nursing school enrollment report prepared by the Illinois Hospital Association, newsletter from the American Nurses Association, and memoranda from the Illinois Nurses Association and the Welfare Council of Metropolitan Chicago regarding nursing legislation.

ALPHANUMERIC DESIGNATIONS: SBSN-4-72A

ACCESS: Open

LOCATION: Box 5, file 19

01.099 *Illinois Nurses Association, Chicago District EACT Section : miscellaneous. -- 1955-17 April 1969.*

0.7 cm of textual records

This file contains correspondence, committee membership lists, annual reports, and Section rules and organization guides generated by the Educational Administrators, Consultants and Teachers Section of the Illinois Nurses Association's Chicago District.

ALPHANUMERIC DESIGNATIONS: SBSN-5-85

ACCESS: Open

LOCATION: Box 6, file 1

01.100 *Illinois nursing act : 1968. -- 1968.*

24 p

This file contains a copy of the Illinois Nursing Act (Illinois Revised Statutes, 1967, ch. 91, 35.32-35.56), printed by the Department of Registration and Education.

ALPHANUMERIC DESIGNATIONS: SBSN-4-72

ACCESS: Open

LOCATION: Box 6, file 2

01.101 *Immigration and naturalization service. -- 18 October 1958-10 May 1971.*

0.5 cm of textual records

This file contains correspondence between the School of Nursing and the United States Department of Justice, Immigration and Naturalization Service regarding foreign student regulations and procedures.

ALPHANUMERIC DESIGNATIONS: SBSN-5-84

ACCESS: Open

LOCATION: Box 6, file 3

01.102 *Incident forms. -- [ca. 1970].*

4 p

This file contains blank patient-visitor incident report forms used by St. Bernard Hospital.

ALPHANUMERIC DESIGNATIONS: SBSN-7-129

ACCESS: Open

LOCATION: Box 6, file 4

01.103 *Inservice program. -- 1965, 1969-1970.*

0.7 cm of textual records

This file contains memoranda, workshop programs and guidelines regarding the development of the School of Nursing's curriculum.

ALPHANUMERIC DESIGNATIONS: SBSN-4-74

ACCESS: Open

LOCATION: Box 6, file 5

01.104 *Inservice education program students : 1969-1970. -- November 1969-December 1969, September 1970.*

7 p

This file contains handwritten attendance records for the School of Nursing's civil defense inservice program. It also contains a single letter regarding a program offered by the Illinois Society for the Prevention of Blindness.

ALPHANUMERIC DESIGNATIONS: SBSN-4-75

ACCESS: Open

LOCATION: Box 6, file 6

01.105 *Inservice education : 1968-1969. -- September 1968-November 1969.*

21 p

This file contains memoranda, guidelines, evaluations, and bibliographies regarding the School of Nursing's faculty inservice education programs.

ALPHANUMERIC DESIGNATIONS: SBSN-4-76

ACCESS: Open

LOCATION: Box 6, file 7

01.106 *Inservice education. -- 1961, 1964-1967.*

1.5 cm of textual records

This file contains reports outlining basic and advanced principles of inservice education, the School of Nursing's student inservice program schedules, and issues of St. Bernard Hospital's "Manager's Messenger"

newsletter (October 1965-March 1967), and "Inservice Education" newsletter (October 1965-March 1967).

ALPHANUMERIC DESIGNATIONS: SBSN-4-77

ACCESS: Open

LOCATION: Box 6, file 8

01.107 *Intensive care. -- 1962.*

6 p

This file contains a carbon copy transcript of the Oak Park Hospital Intensive Care Unit Handbook.

ALPHANUMERIC DESIGNATIONS: SBSN-7-119

ACCESS: Open

LOCATION: Box 6, file 9

01.108 *Intensive care unit : agreement, policy, rotation, 1970-1971. -- September 1970.*

3 p

This file contains an agreement between Nursing Service and Nursing Education, a policy statement, and a rotation schedule relating to the School of Nursing's involvement in St. Bernard Hospital's intensive care unit.

ALPHANUMERIC DESIGNATIONS: SBSN-4-78

ACCESS: Open

LOCATION: Box 6, file 10

01.109 *St. Bernard's School of Nursing job descriptions : office 418. -- June 1964-1966.*

1.0 cm of textual records

This file contains job descriptions for the School of Nursing's director, associate director, instructors, and assistant instructors.

ALPHANUMERIC DESIGNATIONS: SBSN-1-9

ACCESS: Open

LOCATION: Box 6, file 11

01.110 *Job descriptions. -- November 1971.*

6 p

This file contains two copies of the job description for the School of Nursing's instructor in Nursing.

ALPHANUMERIC DESIGNATIONS: SBSN-4-65

ACCESS: Open

LOCATION: Box 6, file 12

01.111 *Kellogg Foundation : scholarship - (old) correspondence. -- 4 June 1942-16 January 1943.*

0.5 cm of textual records

This file contains correspondence between the School of Nursing, Loyola University and the Kellogg Foundation regarding grant money given to the School for scholarships and loans. The file also contains completed personal information forms for students seeking financial aid in 1943.

ALPHANUMERIC DESIGNATIONS: SBSN-2-24

ACCESS: Restricted

LOCATION: Box 6, file 13

01.112 *Loyola University : correspondence. -- 4 March 1963-15 July 1966.*

0.2 cm of textual records

This file contains letters from the Loyola University School of Nursing's dean, assistant dean, and registrar to the director of St. Bernard's School of Nursing regarding administrative matters.

ALPHANUMERIC DESIGNATIONS: SBSN-7-120

ACCESS: Open

LOCATION: Box 6, file 14

01.113 *Minutes of faculty meetings up to June 1962. -- January 1959-May 1962.*

1.5 cm of textual records

This file contains minutes of faculty meetings held between 8 January 1959 and 9 May 1962. Various subjects were discussed at these meetings, including curriculum development, professional association involvement, administrative matters, special event preparation, and the evaluation of individual student performance.

ALPHANUMERIC DESIGNATIONS: SBSN-1-15

ACCESS: Restricted

LOCATION: Box 6, file 15

01.114 *Minutes : supervisor, joint nursing services and nursing school, department heads. -- May 1970, September 1972-February 1974.*

2.0 cm of textual records

This file contains minutes of nursing service supervisors (as of 3 October 1972 known as the nursing management committee) meetings (12 September 1972-November 1973), reference material probably used at the

joint meetings of nursing services and the School of Nursing, and the minutes of a meeting of department heads and supervisors (13 February 1974).

ALPHANUMERIC DESIGNATIONS: SBSN-7-134

ACCESS: Open

LOCATION: Box 6, file 16

01.115 *Mutual expectations for the neophyte staff nurse : a cooperative effort of nursing education and service / Children's Hospital of Los Angeles. -- August 1973.*

1.5 cm of textual records

This file contains a report funded by the United States Public Health Service Division of Nursing, Department of Health, Education and Welfare.

ALPHANUMERIC DESIGNATIONS: SBSN-7-107

ACCESS: Open

LOCATION: Box 6, file 17

01.116 *NLN council: agency membership. -- November 1962-December 1962.*

2 p

This file contains a cover letter from the National League for Nursing requesting payment of the School of Nursing's membership dues and a copy of the completed membership form.

ALPHANUMERIC DESIGNATIONS: SBSN-7-113

ACCESS: Open

LOCATION: Box 6, file 18

01.117 *St. Bernard's Hospital School of Nursing NLN agency membership certificate. -- 1974.*

2 p

This file contains a cover letter and the School of Nursing's certificate of agency membership in the National League for Nursing for the year ending 31 December 1974.

ALPHANUMERIC DESIGNATIONS: SBSN-1-7

ACCESS: Open

LOCATION: Box 6, file 19

01.118 *NLN council of member agencies : material on evaluation - 1964. -- 1964.*

0.5 cm of textual records

This file contains memoranda and guidelines regarding the development of the National League for Nursing's policies and procedures for the evaluation of schools of nursing.

ALPHANUMERIC DESIGNATIONS: SBSN-7-112

ACCESS: Open

LOCATION: Box 6, file 20

01.119 *NLN : orders for achievement and comprehensive tests. -- February 1961-[July?] 1969.*

0.5 cm of textual records

This file contains correspondence, order forms, and invoices regarding test materials (question booklets, answer sheets, and pencils) sent to the School of Nursing by the National League for Nursing.

ALPHANUMERIC DESIGNATIONS: SBSN-7-111

ACCESS: Open

LOCATION: Box 6, file 21

01.120 *Nursing X : the professional nurse. -- 1973, 1974.*

4 p

This file contains lists of dates and places for the registered nurse examinations held by the Illinois Department of Registration and Education as well as the procedures governing the applications for the examinations. The file also included two blank application forms.

ALPHANUMERIC DESIGNATIONS: SBSN-7-110

ACCESS: Open

LOCATION: Box 6, file 22

01.121 *Open house program. -- November 1962-November 1966.*

0.2 cm of textual records

This file contains promotional flyers, programs, schedules, and some correspondence relating to the School of Nursing's annual open house.

ALPHANUMERIC DESIGNATIONS: SBSN-2-109

ACCESS: Open

LOCATION: Box 6, file 23

01.122 *School of Nursing : demolition plans, etc., furniture. -- 2 June 1962-15 May 1974.*

1.0 cm of textual records

This file contains correspondence, memoranda, and press releases regarding the reallocation of educational resources throughout the

community by the School of Nursing, faculty realignment, and the eventual demolition of the School (the latter focusing on the sisters' requests for School furniture).

ALPHANUMERIC DESIGNATIONS: SBSN-5-90

ACCESS: Open

LOCATION: Box 7, file 1

01.123 *State of Illinois Office of Public Instruction : approval for St. Bernard's School of Nursing. -- April 1957-April 1961, February 1963.*

11 p

This file contains correspondence and memoranda regarding State approval for the education of veterans at the School of Nursing.

ALPHANUMERIC DESIGNATIONS: SBSN-5-92

ACCESS: Open

LOCATION: Box 7, file 2

01.124 *Student-Faculty Cooperative Government Association : minutes - Discipline Committee. -- August 1964-9 December 1969.*

1.5 cm of textual records

This file contains the minutes of meetings of the Student-Faculty Cooperative Government Association's discipline committee between 12 August 1964 and 9 December 1969. The meetings dealt with student infractions of School of Nursing and House Committee rules.

ALPHANUMERIC DESIGNATIONS: SBSN-2-20

ACCESS: Restricted

LOCATION: Box 7, file 3

01.125 *Student handbook. -- 1963, 1965, 1969.*

1.5 cm of textual records

This file contains three different editions of the School of Nursing's student handbook.

ALPHANUMERIC DESIGNATIONS: SBSN-1-4

ACCESS: Open

LOCATION: Box 7, file 4

01.126 *Studies : participation in. -- 8 August 1962-4 March 1974.*

3.0 cm of textual records

This file contains correspondence, memoranda, survey results, and completed questionnaires relating to various statistical studies in which the School of Nursing participated.

ALPHANUMERIC DESIGNATIONS: SBSN-6-108

ACCESS: Open

LOCATION: Box 7, file 5

01.127 *Instructions re. affiliations at Veterans Admin. Hospital. -- July 1963, October 1966.*

0.3 cm of textual records

This file contains a student handbook and information sheet produced by the Veterans Administration Hospital, sample employment application and medical forms, and education related V.A. regulations updates.

ALPHANUMERIC DESIGNATIONS: SBSN-5-97

ACCESS: Open

LOCATION: Box 7, file 6

01.128 *Veterans Administration : contracts (old). -- March 1948-18 November 1966.*

1.0 cm of textual records

This file contains general correspondence and affiliation agreements between the School of Nursing and the Veterans Administration Hospital at Hines, Illinois, the facility at which student nurses gained experience in psychiatric and tuberculosis nursing.

ALPHANUMERIC DESIGNATIONS: SBSN-6-102

ACCESS: Open

LOCATION: Box 7, file 7

01.129 *Veterans Administration : correspondence. -- November 1966-July 1967.*

0.4 cm of textual records

This file contains circular letters from the Veterans Administration, as well as V.A. regulations updates.

ALPHANUMERIC DESIGNATIONS: SBSN-6-105

ACCESS: Open

LOCATION: Box 7, file 8

01.130 *Minutes : Joint Committee on Affiliate Nurse Programs. -- November 1958-April 1960.*

0.2 cm of textual records

This file contains minutes of the meetings of the Joint Committee on Affiliate Nurse Programs involving the State Department of Registration and Education, Loyola University School of Nursing and its affiliated

schools of nursing, and the Veterans Administration Hospital at Hines, Illinois.

ALPHANUMERIC DESIGNATIONS: SBSN-6-106

ACCESS: Open

LOCATION: Box 7, file 9

01.131 *Orientation to psychiatric nursing : pre-affiliation visit [to Veterans Administration Hospital]. -- 20 September 1967.*

1 p

This file contains a memorandum announcing the schedule of each nursing student's visit to the Veterans Administration Hospital in Hines, Illinois, for a pre-affiliation orientation.

ALPHANUMERIC DESIGNATIONS: SBSN-6-104

ACCESS: Open

LOCATION: Box 7, file 10

01.132 *Veterans Administration : psychiatric nursing affiliation correspondence. -- 25 February 1965-29 June 1971.*

2.0 cm of textual records

This file contains general correspondence between the administration and instructors at the Veterans Administration Hospital at Hines, Illinois, and the School of Nursing's Ita Murray regarding the students' psychiatric nursing experience at Hines.

ALPHANUMERIC DESIGNATIONS: SBSN-6-103

ACCESS: Open

LOCATION: Box 7, file 11

01.133 *Veterans Administration : psychiatry correspondence. -- February 1959-December 1964.*

1.5 cm of textual records

This file contains correspondence, policy statements, student handbooks, and affiliation agreements regarding the nursing students' psychiatric nursing experience at the Veterans Administration Hospital at Hines, Illinois. Until September 1962, the correspondence is between the School of Nursing's director and the administration at Hines. After September 1962, most of the letters are to and from the School's associate director, Ita Murray.

ALPHANUMERIC DESIGNATIONS: SBSN-6-98

ACCESS: Open

LOCATION: Box 7, file 12

01.134 *The problem of psychiatric affiliation for Catholic nursing students : suggested course material for Catholic nursing students starting psychiatric affiliation at public mental institutions. -- September 1955.*

0.5 cm of textual records

This file contains a copy of the above named booklet produced by the Archdiocese of Chicago and related correspondence.

ALPHANUMERIC DESIGNATIONS: SBSN-6-100

ACCESS: Open

LOCATION: Box 7, file 13

01.135 *Veterans Administration : tuberculosis correspondence. -- 16 January 1959-22 July 1965.*

2.0 cm of textual records

This file contains general correspondence regarding the nursing students' tuberculosis nursing experience at the Veterans Administration Hospital at Hines, Illinois. Until August 1962, the correspondence was between the School of Nursing's director and the administration at Hines. After August 1962, most of the letters are to and from the School's associate director, Ita Murray.

ALPHANUMERIC DESIGNATIONS: SBSN-6-99

ACCESS: Open

LOCATION: Box 8, file 1

01.136 *Veterans Administration program : T.B.. -- 1964.*

1.5 cm of textual records

This file contains information booklets, policies, blank forms, and Veterans Administration regulations updates regarding the tuberculosis affiliation program offered at the Veterans Administration Hospital at Hines, Illinois.

ALPHANUMERIC DESIGNATIONS: SBSN-6-101

ACCESS: Open

LOCATION: Box 8, file 2

01.137 *Examination keys. -- July 1962, January 1963.*

0.5 cm of textual records

This file contains multiple choice examination keys for Test II and the final examination in Tuberculosis Nursing.

ALPHANUMERIC DESIGNATIONS: SBSN-5-93

ACCESS: Open

LOCATION: Box 8, file 3

02.000 Minutes of meetings. -- [after January 1946-May 1972.

9.0 cm of textual records

This series consists of the minutes of meetings of various boards and committees associated with St. Bernard's School of Nursing. One file contains a mimeographed set of minutes of meetings, in very poor condition, of Loyola University's School of Nursing's administrative board. Minutes of St. Bernard's School's advisory committee and faculty meetings exist for the years 1950-1956 and 1951-1956 respectively. No minutes for meetings held between July 1956 and December 1958 appear to have survived. Minutes of meetings of the advisory council, curriculum committee, faculty, scholarship committee, and student council, among others, held between 1959 and 1962 have survived, being maintained in two post binders and arranged alphabetically by name of committee. The last file in the series contains the minutes of the meetings of the Ad Hoc Committee on Nursing Needs and Resources held between March and May 1972 which discussed and ultimately recommended the phasing out of the school of Nursing.

Most of the files in this series have been restricted due to the inclusion of student evaluations in the minutes.

Title based on contents of the series

Handwritten

Typescripts (some mimeograph copies)

The mimeographed minutes of the Loyola School of Nursing administrative board have been photocopied and the copy placed in the file

The Loyola file was transferred as part of accession 92.40

The files were brought together and arranged chronologically by the Archivist

ACCESS: Some restrictions

LOCATION: Box 8, files 4-9

02.001 *Minutes of the meetings of the administrative board of the Loyola University School of Nursing, 7 March 1935-24 January 1946. -- Mimeographed [after January 1946].*

1.0 cm of textual records

Title based on contents of the file

Typescript (mimeograph copy)

Paper is turning brown and beginning to be difficult to read

ALPHANUMERIC DESIGNATIONS: Accession 92.40-32-452

ACCESS: Open

LOCATION: Box 8, file 4

02.002 *Minutes and other material regarding a meeting of directors and administrators of hospital schools of nursing, 5 November 1948. -- November 1948.*

6 p

Title based on contents of the file

ALPHANUMERIC DESIGNATIONS: SBSN-16-229

ACCESS: Open

LOCATION: Box 8, file 5

02.003 *Minutes of School of Nursing [advisory] committee : July 10, 195[0] to April 1956. -- July 1950-April 1956.*

1.3 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-13-192

ACCESS: Restricted

LOCATION: Box 8, file 6

02.004 *Faculty meetings minutes : 31 August 1951 to 15 June 1956. -- August 1951-June 1956.*

2.5 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-12-189

ACCESS: Restricted

LOCATION: Box 8, file 7

02.005 *Minutes of committee meetings. -- January 1959-June 1962.*

1.5 cm of textual records

This file contains minutes of meetings of the School of Nursing's admissions committee, advisory council committee, alumnae, coordinating council, and curriculum committee.

The minutes are arranged alphabetically by name of committee.

Title based on contents of the file

ALPHANUMERIC DESIGNATIONS: SBSN-13-190

ACCESS: Restricted

LOCATION: Box 8, file 8

02.006 *Minutes of committee meetings. -- January 1959-June 1962.*

2.0 cm of textual records

This file contains minutes of meetings of the School of Nursing's faculty, lay advisory board, library committee, procedure committee, scholarship and loan committee, student government, and student council.

The minutes are arranged alphabetically by name of committee.

Title based on contents of the file

ALPHANUMERIC DESIGNATIONS: SBSN-13-191

ACCESS: Restricted

LOCATION: Box 8, file 9

03.000 Student records. -- 1906-1943.

24.0 cm of textual records

This series consists of three hard cover bound registers and 12 files in which student grades are recorded. There is a separate record for each student. Each record contains biographical information, grades received in preliminary, first, second and/or third year courses, and the number of hours devoted to each course. Up to 1937, the records include information regarding each student's high school credits and the names of each nursing school course's instructor; up to 1934, the records include subjective performance remarks as well. The three registers, which document the period 1906-1933, contain student records arranged more or less chronologically by the date the student entered training. Unfortunately, the entries in the first register (1906-1919) contain names and biographical data, but very few grades. Furthermore, the entries in this register are readable only with difficulty, since, at some point, someone attempted to erase the ink with which the entries were written, possibly in order to reuse the register. The 12 files contain unbound student records arranged more or less chronologically by date of entrance. Each file contains the records for a single graduating class.

Title based on contents of the series

Handwritten entries

Some typewritten entries

The three registers were encased in jackets made from brown wrapping paper, probably in the 1940s or 1950s

The Archivist arranged the registers chronologically according to the earliest date in each register and the files chronologically according to the graduating year of the students

ACCESS: Restricted

LOCATION: Box 9, files 1-12
Box 15, files 1-2
Box 16, file 1

03.001 *St. Bernard Hospital School of Nursing records : [class of 1901 - class of 1922]. -- 1906-September 1925.*

5.0 cm of textual records

This file contains incomplete records.

Handwritten

ALPHANUMERIC DESIGNATIONS: SBSN-OS-183

ACCESS: Restricted

LOCATION: Box 15, file 1

03.002 *St. Bernard Hospital School of Nursing records : [class of 1917 - class of 1927]. -- March 1914-April 1929.*

6.0 cm of textual records

This file contains records complete for the students' freshman, sophomore and senior years.

Handwritten

ALPHANUMERIC DESIGNATIONS: SBSN-OS-184

ACCESS: Restricted

LOCATION: Box 15, file 2

03.003 *St. Bernard Hospital School of Nursing records : [class of 1929 - class of 1934]. -- April 1926-August 1934.*

6.0 cm of textual records

This file contains records complete for the students' freshman, sophomore and senior years.

Handwritten

ALPHANUMERIC DESIGNATIONS: SBSN-OS-185

ACCESS: Restricted

LOCATION: Box 16, file 1

03.004 *Student records, class of 1937. -- 1937.*

0.3 cm of textual records

This file contains records complete for the students' freshman, sophomore, and senior years.

Title based on contents of the file

Handwritten entries

ALPHANUMERIC DESIGNATIONS: SBSN-10-163

ACCESS: Restricted

LOCATION: Box 9, file 1

03.005 *Student records, class of 1938. -- 1938.*

0.5 cm of textual records

This file contains records complete only for one or two courses per year per student.

Title based on contents of the file

Handwritten entries

ALPHANUMERIC DESIGNATIONS: SBSN-10-158

ACCESS: Restricted

LOCATION: Box 9, file 2

03.006 *Student records, class of 1939. -- 1939.*

0.4 cm of textual records

This file contains records complete for the students' freshman, sophomore, and senior years.

Title based on contents of the file

Handwritten entries

ALPHANUMERIC DESIGNATIONS: SBSN-10-162

ACCESS: Restricted

LOCATION: Box 9, file 3

03.007 *Student records, class of 1939. -- 1939.*

0.4 cm of textual records

This file contains records complete for the students' freshman, sophomore, and senior years.

Title based on contents of the file

Typewritten entries

ALPHANUMERIC DESIGNATIONS: SBSN-8-156

ACCESS: Restricted

LOCATION: Box 9, file 4

03.008 *Student records, class of 1940. -- 1938.*

0.5 cm of textual records

This file contains records complete for the winter semester of the students' freshman year.

Title based on contents of the file

Handwritten entries

ALPHANUMERIC DESIGNATIONS: SBSN-8-157

ACCESS: Restricted

LOCATION: Box 9, file 5

03.009 *Student records, class of 1940. -- 1939.*

0.5 cm of textual records

This file contains records complete for the students' freshman and sophomore years.

Title based on contents of the file

Handwritten entries

ALPHANUMERIC DESIGNATIONS: SBSN-10-161

ACCESS: Restricted

LOCATION: Box 9, file 6

03.010 *Student records, class of 1940. -- 1940.*

0.4 cm of textual records

This file contains records complete for the students' freshman, sophomore, and senior years.

Title based on contents of the file

Handwritten entries

ALPHANUMERIC DESIGNATIONS: SBSN-8-155

ACCESS: Restricted

LOCATION: Box 9, file 7

03.011 *Student records, class of 1941. -- 1939.*

0.5 cm of textual records

This file contains records complete for the students' freshman year.

Title based on contents of the file

Handwritten entries

ALPHANUMERIC DESIGNATIONS: SBSN-10-160

ACCESS: Restricted

LOCATION: Box 9, file 8

03.012 *Student records, class of 1941. -- 1941.*

0.4 cm of textual records

This file contains records complete for the students' freshman, sophomore, and senior years.

Title based on contents of the file

Handwritten entries

ALPHANUMERIC DESIGNATIONS: SBSN-8-154

ACCESS: Restricted

LOCATION: Box 9, file 9

03.013 *Student records, class of 1942. -- 1940.*

0.4 cm of textual records

This file contains records complete for the students' freshman year.

Title based on contents of the file

Handwritten entries

ALPHANUMERIC DESIGNATIONS: SBSN-10-159

ACCESS: Restricted

LOCATION: Box 9, file 10

03.014 *Student records, class of 1942. -- 1942.*

0.3 cm of textual records

This file contains records complete for the students' freshman, sophomore, and senior years.

Title based on contents of the file

Handwritten entries

ALPHANUMERIC DESIGNATIONS: SBSN-8-153

ACCESS: Restricted

LOCATION: Box 9, file 11

03.015 *Student records, class of 1943. -- 1943.*

0.3 cm of textual records

This file contains records complete for the students' freshman, sophomore, and senior years.

Title based on contents of the file

Handwritten entries

ALPHANUMERIC DESIGNATIONS: SBSN-10-164

ACCESS: Restricted

LOCATION: Box 9, file 12

04.000 **Roll call registers. -- September 1914-March 1934.**

7.0 cm of textual records

This series consists of seven hard cover bound registers recording student attendance in preliminary, first, second, and third year courses. In each register there is a separate record for each course. Each record lists the students in the class and notes their daily presence or absence, as well as the number of hours spent in lectures, recitations and labs. Five of the registers include exam results. Records for all classes, and therefore for all students, apparently have not survived. However, all years between 1914 and 1934 are represented, to a greater or lesser degree, in the records comprising this series.

Title based on contents of the series

Handwritten

The registers were encased in jackets made from brown wrapping paper, probably in the 1940s or 1950s

The Archivist arranged the registers chronologically, according to the earliest date in each register

ACCESS: Restricted

LOCATION: Box 9, files 13-17
Box 16, files 2-3

04.001 *Records and roll call : 1914-1924. -- September 1914-February 1925.*

0.3 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-11-176

ACCESS: Restricted

LOCATION: Box 9, file 13

04.002 *Records and roll call : 1923-1925. -- October 1923-June 1925.*

0.4 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-11-177

ACCESS: Restricted

LOCATION: Box 9, file 14

04.003 *Records and roll call : 1925-[1926]. -- September 1925-June 1926.*

0.5 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-11-178

ACCESS: Restricted

LOCATION: Box 9, file 15

04.004 *Records and roll call: [1926-1927]. -- October 1926-June 1927.*

0.5 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-11-171

ACCESS: Restricted

LOCATION: Box 9, file 16

04.005 *Records and roll call: [1926-1928]. -- September 1926-June 1928.*

0.5 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-11-180

ACCESS: Restricted

LOCATION: Box 9, file 17

04.006 *Roll call : [1929-1934]. -- October 1929-[May?] 1934.*

1.0 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-OS-181

ACCESS: Restricted

LOCATION: Box 16, file 2

04.007 *Roll call : [1933-1934]. -- October 1933-March 1934.*

1.0 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-OS-182

ACCESS: Restricted

LOCATION: Box 16, file 3

05.000 Nursing service registers and daily time books. -- November 1905-31 December 1937.

26.5 cm of textual records

This series consists of 13 hard cover bound registers recording the time spent and type of duty performed by each student nurse in or on the various wards, floors, and departments of St. Bernard's Hotel Dieu hospital and noting absences and the reasons for absences from duty. In the first five registers there is a separate record for each student and these records are arranged chronologically by the date on which the student began active duty. The first three of these registers were titled "nursing service records" and documented only the day on which a student began a particular service. The next two registers (beginning in 1914) take the form of daily time books and document the students' attendance on a day to day basis. The last seven registers in the series take the form of daily time books as well, but each record, instead of concerning a single student, concerns a single month and documents each student's attendance during that month.

Title based on contents of the series

Handwritten

The registers were encased in jackets made from brown wrapping paper, probably in the 1940s or 1950s

ACCESS: Restricted

LOCATION: Box 10, files 1-5

Box 11, files 1-8

05.001 *Nurses register. -- November 1905-June 1914.*

3.0 cm of textual records

Main entry by student

ALPHANUMERIC DESIGNATIONS: SBSN-12-186

ACCESS: Restricted

LOCATION: Box 10, file 1

05.002 *Nursing service records : October 1906 to September 1911. -- October 1906-June 1912.*

2.5 cm of textual records

Main entry by student

ALPHANUMERIC DESIGNATIONS: SBSN-12-187

ACCESS: Restricted

LOCATION: Box 10, file 2

05.003 *Nurses' service record : March 1, 1912 to September 1, 1915. -- March 1912-September 1915.*

1.0 cm of textual records

Main entry by student

ALPHANUMERIC DESIGNATIONS: SBSN-12-188

ACCESS: Restricted

LOCATION: Box 10, file 3

05.004 *Daily time book : 1914-1916. -- 13 March 1914-1 January 1920.*

1.0 cm of textual records

Main entry by student

ALPHANUMERIC DESIGNATIONS: SBSN-10-166

ACCESS: Restricted

LOCATION: Box 10, file 4

05.005 *Daily time book : 1916-1922. -- 10 November 1916-29 December 1924.*

1.0 cm of textual records

Main entry by student

ALPHANUMERIC DESIGNATIONS: SBSN-10-167

ACCESS: Restricted

LOCATION: Box 10, file 5

05.006 *Daily time book : 1916-1922. -- 13 September 1915-6 June 1922.*

2.5 cm of textual records

Main entry by month

ALPHANUMERIC DESIGNATIONS: SBSN-10-168

ACCESS: Restricted

LOCATION: Box 11, file 1

05.007 *Daily time book : March 1922 to November 1926. -- 1 March 1922-30 November 1926.*

1.0 cm of textual records

Main entry by month

ALPHANUMERIC DESIGNATIONS: SBSN-10-169

ACCESS: Restricted

LOCATION: Box 11, file 2

05.008 *Daily time book : July 1923 to October 1926. -- 1 July 1923-30 September 1926.*

1.0 cm of textual records

Main entry by month

ALPHANUMERIC DESIGNATIONS: SBSN-10-170

ACCESS: Restricted

LOCATION: Box 11, file 3

05.009 *Daily time book : November 1926 to June 1929. -- 1 November 1926-30 June 1929.*

1.0 cm of textual records

Main entry by month

ALPHANUMERIC DESIGNATIONS: SBSN-11-171

ACCESS: Restricted

LOCATION: Box 11, file 4

05.010 *Daily time book : June 1929 to March 1931. -- 1 June 1929-31 March 1931.*

1.0 cm of textual records

Main entry by month

ALPHANUMERIC DESIGNATIONS: SBSN-11-172

ACCESS: Restricted

LOCATION: Box 11, file 5

05.011 *Daily time book : April 1931 to August 1933. -- 1 April 1931-31 August 1933.*

1.0 cm of textual records

Main entry by month

ALPHANUMERIC DESIGNATIONS: SBSN-11-173

ACCESS: Restricted

LOCATION: Box 11, file 6

05.012 *Daily time book : August 1933 to December 1935. -- 1 August 1933-31 December 1935.*

1.0 cm of textual records

Main entry by month

ALPHANUMERIC DESIGNATIONS: SBSN-11-174

ACCESS: Restricted

LOCATION: Box 11, file 7

05.013 *Daily time book : January 1936 to December 1937. -- 1 January 1936-31 December 1937.*

1.0 cm of textual records

Main entry by month

ALPHANUMERIC DESIGNATIONS: SBSN-11-175

ACCESS: Restricted

LOCATION: Box 11, file 8

06.000 Admissions and withdrawals register. -- August 1962-March 1974.

3.0 cm of textual records

This series consists of a single hard cover bound register documenting admissions and withdrawals from the School of Nursing between 1962 and 1974. Each record in the register consists of a class list (beginning with the Class of 1965 and ending with the Class of 1975) which notes the date of entrance of the class, the date individual students completed the program, and the date individual students withdrew or were dismissed from the program. In the case of students leaving the School, the register notes the reason for their departure. The religious denomination of each non-Catholic student also is noted, but this appears to have been done by a secondary user. The entries fill only 31 pages of the 300 page register.

Title based on contents of the series

Handwritten

ACCESS: Restricted

LOCATION: Box 12, file 1

06.001 *Admissions and withdrawals register : St. Bernard's School of Nursing, Chicago, Illinois. -- August 1962-March 1974.*

3.0 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-8-148

ACCESS: Restricted

LOCATION: Box 12, file 1

07.000 Photographs. -- 1919-[1975?].

247 photographs : b&w and col.

2 photograph albums

Most of the material comprising this series was transferred to St. Joseph Province Archives as part of Accession 92.40. The Archives, however, already possessed seven photographs depicting scenes at St. Bernard School of Nursing. These photographs originally had come from Chicago and subsequently were added to the present series.

This series contains photographs depicting events at St. Bernard School of Nursing from the time of its first graduation in 1909 until its closure in 1975. Most of the photographs -- largely taken to support press releases -- document the people associated with the School: the capping ceremony photographs show the students, their parents, the clergy and the sisters at various points before, after and during the ceremony. The graduation photographs are similar, although they depict only the ceremony itself. Most of the graduating classes are represented by posed class photographs or by wall montages. The series also includes photographs of the students at work in the hospital and off duty in their residence, and of students participating in Chicago's St. Patrick's Day parades, in St. Bernard Hospital's 50th anniversary, and in a School talent show. There also is a posed group photograph of graduate student nurses on retreat. There also are photographs of members of the School's Mother's Club and of Assistant Director Mary Lou Gunning. The photographs also document the construction of the 1928 School building, and provide views of the exteriors and interiors of both the first and second buildings.

Title based on contents of the series

Since the original order of the photographs was not apparent, the Archivist arranged them alphabetically by subject. In some cases, it was possible to reunite photographs of a single event taken by a single photographer. These photographs then were assigned a single subject category. Photographs belonging to Accession 92.40 are identified by Photo ID numbers SBSN-001P to SBSN-240P. Photographs transferred from St. Joseph Province Archives' Photograph Library are identified by Photo ID numbers SBSN-241P to SBSN-247P.

ACCESS: Open

LOCATION: Box PH1, files 1-26
Box PH2, files 1-4
OC 9, files 1-2

07.001 Accreditation. -- December 1958.

1 photograph : b&w ; 20 x 25 cm

This file also contains a related press release.

Title based on contents of the file

Border cropped

ACCESS: Open

LOCATION: Box PH1, file 24

PHOTO ID: SBSN-217P1

07.002 *1928 building album. -- 1928.*

1 album (30 photographs : b&w, 24 x 19 cm and 19 x 24 cm) ; 24 x 40 x 2.0 cm

This file contains an album given to the St. Bernard Hospital Community by the School's alumni in 1928. Consisting of official progress photographs, half of the album documents the construction of the School's new building in 1928 and half provides views of the building's furnished interior.

Title based on contents of the file

Photographs are linen-backed

Inscribed inside front cover: To Rev. Mother Murray and the Sisters of St.

Bernard Hospital with congratulations from the Alumni 1903-1928

ALPHANUMERIC DESIGNATIONS: Accession 92.40-32-451

ACCESS: Open

LOCATION: Box PH2, file 1

07.003 *Building, exterior. -- [1928?].*

1 photograph : b&w, sepia toned ; 30.5 x 25.5 cm in folder 40 x 26.5 cm

Title based on contents of the file

Photographed by Walinger

ACCESS: Open

LOCATION: OC 9, file 1

PHOTO ID: SBSN-222P

07.004 *Building, exterior. -- [ca. 1921], 1928.*

3 photographs : b&w ; 22.8 x 19.2 and smaller

Title based on contents of the file

Cropped

Ink on verso

ACCESS: Open

LOCATION: Box PH1, file 23

PHOTO ID: SBSN-212P

SBSN-241P to SBSN-242P

07.005 *Classroom interiors.* -- [ca. 1930], [1972?].

5 photographs : b&w ; 20.5 x 25.5 cm and 18.2 x 24 cm

Title based on contents of the file

1 cropped

Ink on verso

ACCESS: Open

LOCATION: Box PH1, file 1

PHOTO ID: SBSN-001P to SBSN-005P

07.006 *Capping ceremony, class of 1952.* -- 1950.

4 photographs : b&w ; 20.5 x 25.5 cm

Title based on contents of the file

Ink on verso

ACCESS: Open

LOCATION: Box PH1, file 4

PHOTO ID: SBSN-025P to SBSN-027P

07.007 *Capping ceremony, class of 1953.* -- 1951.

1 photograph : b&w ; 20.5 x 25.5 cm

Title based on contents of the file

Ink on verso

ACCESS: Open

LOCATION: Box PH1, file 5

PHOTO ID: SBSN-028P

07.008 *Capping ceremony, class of 1954.* -- 1952.

3 photographs : b&w ; 20.5 x 25.5 cm

Title based on contents of the file

ACCESS: Open

LOCATION: Box PH1, file 6

PHOTO ID: SBSN-029P to SBSN-031P

07.009 *Capping ceremony, class of 1956.* -- 1954.

2 photographs : b&w ; 18 x 30.5 cm

Title based on contents of the file

Ink on verso

ACCESS: Open

LOCATION: Box PH1, file 7

PHOTO ID: SBSN-032P to SBSN-032AP

07.010 *Capping ceremony, class of 1957.* -- 1955.

3 photographs : b&w ; 20.5 x 25.5 cm and 16 x 22.5 cm

Title based on contents of the file

Minimal ink on verso

ACCESS: Open

LOCATION: Box PH1, file 8

PHOTO ID: SBSN-033P to SBSN-035P

07.011 *Capping ceremony, class of 1958. -- 1956.*

27 photographs : b&w ; 20.5 x 25.5 cm

Title based on contents of the file

Photographed by Curtis Thatcher

ACCESS: Open

LOCATION: Box PH1, file 9

PHOTO ID: SBSN-036P to SBSN-062P

07.012 *Capping ceremony album, class of 1958. -- 1956.*

1 album (20 photographs : b&w ; 25.5 x 20.5 cm and 20.5 x 25.5 cm, 6 p) ;
28 x 21.5 x 1.5 cm

This file contains an album documenting the Class of 1958's capping ceremony. The photographs are supplemented by 6 pages of excerpts from the School yearbook.

Title based on contents of the file

Mostly photographed by Curtis Thatcher

ALPHANUMERIC DESIGNATIONS: SBSN-15-204

ACCESS: Open

LOCATION: Box PH2, file 2

07.013 *Capping ceremony, class of 1959. -- 1957.*

9 photographs : b&w ; 20.5 x 25.5 cm

Title based on contents of the file

Photographed by Curtis Thatcher

Minimal ink on verso

ACCESS: Open

LOCATION: Box PH1, file 10

PHOTO ID: SBSN-063P to SBSN-071P

07.014 *Capping ceremony, class of 1961. -- 1959.*

6 photographs : b&w ; 20.5 x 25.5 cm

Title based on contents of the file

Photographed by Goldman and Parrish

ACCESS: Open
LOCATION: Box PH1, file 11
PHOTO ID: SBSN-072P to SBSN-077P1

07.015 *Capping ceremony, class of 1962. -- 1960.*

15 photographs : b&w ; 20.5 x 25.5 cm

The file contains one related press release.

Title based on contents of the file

ACCESS: Open
LOCATION: Box PH1, file 12
PHOTO ID: SBSN-078P to SBSN-093P1

07.016 *Capping ceremony, class of 1963. -- 1961.*

6 photographs : b&w ; 20.5 x 25.5 cm

Title based on contents of the file

Ink on verso

ACCESS: Open
LOCATION: Box PH1, file 13
PHOTO ID: SBSN-094P to SBSN-099P

07.017 *Capping ceremony, class of 1964. -- 1962.*

21 photographs : 2 b&w and 19 col. ; 20.5 x 25.5 cm and 9 x 9 cm

Title based on contents of the file

ACCESS: Open
LOCATION: Box PH1, file 14
PHOTO ID: SBSN-100P to SBSN-120P

07.018 *Capping ceremony, class of 1970. -- 1968.*

1 photograph : b&w ; 19.5 x 25.3 cm

Title based on contents of the file

Cropped

Ink on verso

ACCESS: Open
LOCATION: Box PH1, file 25
PHOTO ID: SBSN-243P

07.019 *Celebrity visit. -- 1963.*

2 photographs : b&w ; 20.5 x 25.5 cm

Title based on contents of the file

ACCESS: Open
LOCATION: Box PH1, file 18

PHOTO ID: SBSN-143P to SBSN-144P

07.020 *Graduating classes. -- 1950-1953, 1955-1959, 1960, 1964-1971, 1975.*

18 photographs : b&w montages ; 28 x 35.5 cm

Title based on contents of the file

SBSN-OS-205

ACCESS: Open

LOCATION: OC 9, file 2

PHOTO ID: SBSN-223P to SBSN-240P

07.021 *Group graduation photographs, classes of 1909-1960. -- 1909-1948, 1966, 1974.*

38 photographs : b&w ; 21.5 x 30 cm or smaller

Title based on contents of the file

ACCESS: Open

LOCATION: Box PH1, file 21

PHOTO ID: SBSN-160P to SBSN-199AP

07.022 *Graduation ceremonies. -- 1954-1960.*

12 photographs : b&w ; 20.5 x 25.5 cm

Title based on contents of the file

Ink on verso

ACCESS: Open

LOCATION: Box PH1, file 22

PHOTO ID: SBSN-200P to SBSN-211P

07.023 *Mary Lou Gunning, Assistant Director. -- [ca. 1960].*

1 photograph : b&w ; 9 x 9 cm

Ink on verso

ACCESS: Open

LOCATION: Box PH1, file 26

PHOTO ID: SBSN-214P

07.024 *Jeanne Mance. -- [ca. 1960].*

2 photographs : b&w ; 19.7 x 25.5 cm and 25.5 x 19.2 cm

Title based on contents of the file

Ink on verso

ACCESS: Open

LOCATION: Box PH1, file 27

PHOTO ID: SBSN-216P

SBSN-244P

07.025 *Mother's Club. -- 1959.*

4 photographs : b&w ; 20.5 x 25.5 cm

This file contains two related press releases.

Title based on contents of the file

Ink on one verso

ACCESS: Open

LOCATION: Box PH1, file 20

PHOTO ID: SBSN-156P to SBSN-159P

07.026 *Parades, St. Patrick's Day. -- [1952?]-[1961?].*

14 photographs : b&w ; 20.5 x 25.5 cm and smaller

Title based on contents of the file

2 cropped

Ink on verso

ACCESS: Open

LOCATION: Box PH1, file 19

PHOTO ID: SBSN-145P to SBSN-155P
SBSN-245P to SBSN-247P

07.027 *St. Bernard Hospital 50th anniversary. -- 1955.*

2 photographs : b&w ; 20.5 x 25.5 cm

Title based on contents of the file

Ink on one verso

ACCESS: Open

LOCATION: Box PH1, file 16

PHOTO ID: SBSN-133P to SBSN-134P

07.028 *Second annual retreat of graduate nurses of St. Bernard Hospital. -- Hinsdale, Ill., July 18-21, 1932. -- 1932.*

1 photograph : b&w ; 12.5 x 17.4 cm

ACCESS: Open

LOCATION: Box PH1, file 28

PHOTO ID: SBSN-218P

07.029 *Students on duty. -- [ca. 1955], [1973?]; (predominant [ca. 1955]).*

10 photographs : b&w ; 20.5 x 25.5 cm and 20.5 x 20.5 cm

Title based on contents of the file

Most photographed by Francis J. Murray Studios, some photographed by
Curtis Thatcher

Some ink on verso

ACCESS: Open
LOCATION: Box PH1, file 3
PHOTO ID: SBSN-015P to SBSN-024P

07.030 *Students off duty. -- [1939?]-[1970?]; (predominant [1939?]-[1949?]).*

10 photographs : b&w ; 20.5 x 25.5 cm

Title based on contents of the file

Most photographed by Conrad Studio, one by Francis J. Murray and one by Curtis Thatcher

ACCESS: Open
LOCATION: Box PH1, file 2
PHOTO ID: SBSN-006P to SBSN-014P

07.031 *Students and escorts in semi-formal dress. -- [1957?].*

12 photographs : b&w ; 20.5 x 25.5 cm

Title based on contents of the file

ACCESS: Open
LOCATION: Box PH1, file 15
PHOTO ID: SBSN-121P to SBSN-132P

07.032 *Student talent show. -- [1958?].*

8 photographs : b&w ; 20.5 x 25.5 cm

Title based on contents of the file

ACCESS: Open
LOCATION: Box PH1, file 17
PHOTO ID: SBSN-135P to SBSN-142P

08.000 Yearbooks. -- 1933, 1954, 1968-1974.

13 cm of textual records

This series consists of a 1933 edition of The Loyolan (Loyola University's yearbook) and eight of the yearbooks produced by St. Bernard's School of Nursing. It is unlikely that the School produced more than these eight books.

Title based on contents of the series

The 1933 Loyolan was transferred to St. Joseph Province Archives as part of accession 92.40, originally having been donated to St. Bernard Community Archives on 15 July 1987 by Marie Verhy Conley (Class of 1933)

The Archivist brought the yearbooks together as a series and arranged them chronologically

ACCESS: Open

LOCATION: Box 12, files 2-6
Box 13, files 1-3

08.001 *The 1933 Loyolan* *Volume ten.* -- 1933.

3.0 cm of textual records

ALPHANUMERIC DESIGNATIONS: Accession-33-469

ACCESS: Open

LOCATION: Box 12, file 2

08.002 *The White Cap.* -- 1954.

1.0 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-13-194

ACCESS: Open

LOCATION: Box 12, file 3

08.003 *The White Cap.* -- 1968.

1.0 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-13-195

ACCESS: Open

LOCATION: Box 12, file 4

08.004 *The White Cap.* -- 1969.

1.0 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-14-196

ACCESS: Open

LOCATION: Box 12, file 5

08.005 *Reflections.* -- 1970.

1.0 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-14-197

ACCESS: Open

LOCATION: Box 12, file 6

08.006 *Reflections.* -- 1971.

1.0 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-14-198

ACCESS: Open

LOCATION: Box 12, file 7

08.007 *Reflections.* -- 1972.

1.0 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-14-199

ACCESS: Open

LOCATION: Box 13, file 1

08.008 *Reflections.* -- 1973.

1.0 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-14-200

ACCESS: Open

LOCATION: Box 13, file 2

08.009 *Reflections.* -- 1974.

1.0 cm of textual records

ALPHANUMERIC DESIGNATIONS: SBSN-14-201

ACCESS: Open

LOCATION: Box 13, file 3

09.000 *Miscellaneous.* -- 1935-January 1975.

9.5 cm of textual records

This series contains miscellaneous items relating to the Catholic Hospital Association, some financial records and statistical information, decorating plans, class notes, and copies of the School newsletter.

Title based on contents of the series

The files in this series were brought together and arranged chronologically by the Archivist

ACCESS: Some restrictions

LOCATION: Box 13, files 4-7

Box 14, files 1-3

Box 16, files 4-5

OC 16, file 1

09.001 *Catholic Hospital Association agenda and other material.* -- 1935-1945.

0.5 cm of textual records

This file contains agenda, correspondence, and questionnaires regarding roundtable discussions of various hospital services sponsored by the Catholic Hospital Association of the United States and Canada. The file also includes a copy of "Figuratively speaking : a handbook for cadet nurses," a copy of "Nurses are needed : be a cadet nurse - the girl with a future," and a copy of a CHA list of accredited Catholic schools of nursing.

Title based on contents of the file

Typescripts, some signed

ALPHANUMERIC DESIGNATIONS: Accession 92.40-18-224

ACCESS: Open

LOCATION: Box 13, file 4

09.002 *Schools of nursing statistical reports. -- [1945?].*

0.5 cm of textual records

This file contains statistics regarding the distribution and examination (possibly for accreditation purposes) of Catholic schools of nursing across the United States of America. The organization preparing the statistics is unknown, as is the organization carrying out examinations.

Title based on contents of the file

Typescripts

ALPHANUMERIC DESIGNATIONS: Accession 92.40-18-223

ACCESS: Open

LOCATION: Box 13, file 5

09.003 *Community survey / Cecelia Fennessy. -- 21 April 1950.*

18 p

This file contains a paper prepared by nursing student Cecelia Fennessy for the School of Nursing's Principles of Public Health Nursing course.

Typescript

ALPHANUMERIC DESIGNATIONS: Accession 92.40-33-460

ACCESS: Open

LOCATION: Box 13, file 6

09.004 *Proposed bed room for St. Bernards nurses home, Chicago, Illinois : room no. 19 / Shiebler-Gayton Co.. -- [ca. 1950].*

1 drawing : col. pencil ; 50.5 cm x 58.5 cm

This file contains an interior decorator's sample drawing of a student nurse's bedroom floor plan, furniture arrangement, and decor.

Edges slightly damaged

ALPHANUMERIC DESIGNATIONS: Accession 92.40-OS-227

ACCESS: Open

LOCATION: OC 16, file 1

09.005 *History of St. Bernard's School of Nursing. -- September 1961-October 1961.*

3.5 cm of textual records

This file contains a hard cover bound journal containing a very brief, annals style, account of activities undertaken by the School of Nursing between 4 September 1961 and 4 October 1961.

The account occupies only three of the journal's 500 pages.

Handwritten

ALPHANUMERIC DESIGNATIONS: SBSN-13-193

ACCESS: Open

LOCATION: Box 13, file 7

09.006 *Class notes. -- 1962.*

3.5 cm of textual records

This file contains student lecture notes, possibly taken by Sister Patricia Cuddihy, while a student at St. Bernard's School of Nursing.

Title based on contents of the file

Handwritten

ALPHANUMERIC DESIGNATIONS: Accession 92.40-32-455

ACCESS: Open

LOCATION: Box 14, file 1

09.007 *General journal. -- January 1963-April 1964.*

2.0 cm of textual records

This file contains a general journal documenting the tuition, library, room and board, and registration fees paid by School of Nursing students in the classes of 1963 through 1966.

Title based on contents of the file

ALPHANUMERIC DESIGNATIONS: SBSN-OS-202

ACCESS: Open

LOCATION: Box 16, file 4

09.008 *Nursing school lobby sample board. -- [1962?].*

1 sample board ; 101 x 38 cm folded to 50.5 x 38 cm

This file contains a sample board created for a School lobby redecoration project. The board includes a lobby floor plan, upholstery swatch, paint sample, and pictures of furniture.

Title based on contents of the file

ALPHANUMERIC DESIGNATIONS: SBSN-OS-228

ACCESS: Open

LOCATION: Box 16, file 5

09.009 *The b's hive. -- July 1964-May 1971.*

1.5 cm of textual records

This file contains an incomplete run of the School of Nursing's student newsletter.

ALPHANUMERIC DESIGNATIONS: SBSN-16-223

ACCESS: Open

LOCATION: Box 14, file 2

09.010 *Account book. -- September 1972-January 1975.*

1.0 cm of textual records

This file contains an account book documenting tuition fees paid by the class of 1975.

Title based on contents of the file

Handwritten

ALPHANUMERIC DESIGNATIONS: SBSN-8-147

ACCESS: Restricted

LOCATION: Box 14, file 3

APPENDIX I

DIRECTORS

1906-1975

Mary L. Long	February 1906-June 1909
Sister St. Bernard (Elizabeth Woods)	June 1909-September 1914
Sister Helen Jarrell	September 1914-August 1948
Sister Bridgit Creighton.....	August 1948-February 1950
Sister St. Joseph (Charlotte Peacher), Acting Director
.....	February 1950-February 1952
Sister Bridgit Creighton.....	February 1952-August 1961
Sister St. Joan of Arc (Elizabeth Peyton).....	August 1961-August 1962
Sister St. Gerard (Elizabeth Fitzsimmons).....	August 1962-June 1963
Sister Dolores Kane.....	June 1963-1971
Ita Murray, Acting Director.....	1971-July 1974

APPENDIX II

RHSJ GRADUATES OF ST. BERNARD SCHOOL OF NURSING

Sister Anna Sproule	1909
Sister Mary McGrath	1909
Sister Mary Kelly	1909
Sister Catherine Mitchell.....	1917
Sister Mary Ellen Griffin	1917?
Sister St. Joan of Arc (Elizabeth Herrmann Payton.....	1926
Sister St. Gerard (Elizabeth Fitzsimmons).....	1926
Sister Mary Catherine Sunderland	1928
Sister St. Margaret Mary (Catherine Fitzsimmons).....	1930
Sister Anne Frances Gallagher	1931
Sister Mary Gorman	1931
Sister Enid Olietti	1932
Sister Irene Prendergast	1933
Sister Mary Loughlin.....	1933
Sister Bridget Creighton.....	1939
Sister Della O'Brien.....	1939
Sister Helen O'Hara	1940
Sister Noreen Doyle.....	1947
Sister Winifred Corcoran	1947
Sister Dolores Kane.....	1948
Sister Julia Brace.....	1952
Sister St. Helena (Jean Bricco).....	1952
Sister Dolores Demulling	1952
Sister Joan Shepherd	1955
Sister Patricia Keeley	1957
Sister Adele Demulling	1959
Sister St. Paul (Rosemarie Kugel)	1964
Sister Ferne Gillespie	1965

Sister Sheila Broughton.....	1968
Sister Dorita Dolezal.....	1968
Sister Ruth Resch.....	1968
Sister Patricia Cuddihy.....	1970