

state nurses' associations which make up the American Nurses' Association. This job analysis is being made by Miss Agnes Van Dusen, under the direction of Professor Kitson of Teachers College, New York City.

No comprehensive study of the other positions has been made. In Miss Van Dusen's study twenty-four replies were received to a questionnaire; 15 refer to full-time positions, nine to part-time positions. The part-time positions are usually, but not always, held by nurses who devote the remainder of their time to work for boards of nurse examiners, a position calling for much the same qualifications as those of secretaries of state nurses' associations.

These 24 positions were practically all held by *mature* women. Seven are college graduates and four others are reported to have had some college work. A number have had post-graduate work. One only reported training in a business college. This person is relatively young and has an unusually varied background of experience.

These secretaries serve organisations with membership ranging from 1,500 to over 12,000 nurses.

To quote from the job analysis:—

"The previous experience of the executive secretaries covers most of the fields of nursing, such as private duty, directors of nursing (matrons), supervisors in hospitals, instructors (sister tutors) in schools of nursing, industrial nursing, doctor's office nursing, social service work, Red Cross, and perhaps more frequently than any other, administrative experience in public health nursing.

Duties are:—

Responsibility for:

Programme planning ... ..	24
Charge of office ... ..	24
Records ... ..	24
Membership lists ... ..	22
Preparation of budget ... ..	11
Accounting ... ..	15
Recording Secretary ... ..	11
Editor of bulletin ... ..	17
Publicity ... ..	14

Legislation:

(a) Watch legislation ... ..	21
(b) Aid Legislation Committee ... ..	21

Others:—

- (a) Send out questionnaires and other material for committees;
- (b) Hold conferences with various units of the organisation;
- (c) Responsible for convention (*i.e.*, annual meeting) arrangements."

The primary requisite for these positions is that the appointees shall be nurses. *Maturity and breadth of professional experience have first place in the selection of such workers.* Administrative experience appears to come second. Practically all of them have at least one assistant. I am inclined to believe that a sound academic and professional background with demonstrable knowledge of specific technics such as those of typewriting, book-keeping (are what are required. As one may have a discriminating appreciation of music without being a skilled musician, so may an able administrator have an appreciation of good office technic which insures good service.

Broad knowledge of the profession and correlated activities, a gift for people, and demonstrated administrative ability appear to be the three essential qualifications for executive positions with nursing organisations and boards of nurse examiners. These officers are planners and co-ordinators. They should not be so tied to routine that they have not time for the larger issues.

The secretary of a state board of nurse examiners, in addition to the above, should have sound experience in teaching and administration in schools of nursing.

The third group, secretaries and registrars in nursing school offices and in doctors' offices, in the writer's opinion, do require the somewhat specific type of secretarial training outlined by Mrs. Bedford Fenwick. With the increasing complexity of nursing school offices, there is a real opportunity for building up a new specialty.

## II. Professional Nursing Journalists.

I am, in the main, in agreement with Mrs. Bedford Fenwick's discussion of the preparation of nurse journalists. There are a few points in her discussion on which she will, I believe, permit me to elaborate.

Like the nurse secretary, the nurse journalist must have an

"*aptitude for vicariousness*"—*her work is good only in so far as it promotes the usefulness of others.* The magazine must be, not a reflection of herself but a reflection of the many-sided profession, its activities and its aspirations.

A writer on "Magazine Publishing" (Lohr) has said:

"The publishing of a magazine is a continuously unfinished job; as each issue comes from the press, a complete new task begins, a new world to conquer, differing from those which have gone before; there must be a new vision and renewed initiative for the issue ahead."

One cannot wait for the day when the magazine comes off the press to plan the new issue. As each magazine is *conceived*, work must begin on the next. One must dig, dig, dig for ideas and material. Letters and interviews and much travel go into the planning of the pages for each issue.

The nurse with a flair for writing is not always, probably not often, a potential editor. A good editor does relatively little writing lest his magazine become merely a reflection of himself. My personal observation has been that many nurses who take courses in journalism become interested in writing but not in writing *about nursing*. Whereas nurses who have editorial posts thrust upon them take courses in journalism because of the obvious urgency of their need. Many nurses will, if sufficiently urged, write on their own professional subjects. We are but slowly coming to see that the genuinely professional worker must set down in permanent form the results of her own thinking.

In other words, the nurse editor is primarily interested in promoting professional activities, whereas the nurse writer is apt to be more concerned with self-expression. Rightly or not, our advice to young nurses who have asked advice about editorial work has been—secure a broad knowledge of nursing first; then come to us and we will assist you to secure the additional training and experience necessary.

I doubt if we are yet ready for specific curricula for nurse secretaries or nurse journalists.

A first important step toward that goal could be made if the International Florence Nightingale Foundation from which we hope so much could grant fellowships to a few carefully selected nurses. These fellowships would permit travel and study of existing technics and methods. On the basis of such study it might be possible for the Foundation to outline curricula which could be developed in London and perhaps in other countries which offer opportunities in the schools of business and schools of journalism which are now found in many universities.

## DISCUSSION FROM THE FLOOR.

Discussion from the floor was then invited by the Chairman, Mrs. Pon Yen, of China, and the opinions expressed were wonderfully unanimous. There was general agreement that no sufficient curriculum for the training of Nurse Secretaries or Professional Nursing Journalists had as yet been established, and that such systematic teaching would be of great value to nurses.

No Resolution on the subject was submitted, but a show of hands unanimously approved of the suggestion that such educational courses might be included in the future scheme of the Florence Nightingale International Foundation when it was established, as suggested by Mrs. Bedford Fenwick and supported by Miss Mary M. Roberts.

## HISTORIC ROYAL NURSES.

We have received three beautiful photographs of Historic Royal Nurses in the recent Pageant of Miss D. K. Graham (St. Elizabeth of Hungary), Miss Lucy G. Duff Grant (Eleanor of Castile), and Mrs. C. Bedford Fenwick (Philippa of Hainault). These photographs show the magnificent dresses and robes of the Queens, and one can but regret that similar photographs are not at present available of the five other ladies who represented Royal Nurses in the International Pageant. We hope still that they will have them taken to complete the series.

Those nurses who were members of the International Congress of Nurses at Cologne in 1912, and visited historic Kaiserswerth, will be interested to learn that September 17th is the centenary of the admission of the first "pflegling" into Kaiserswerth—Minna the young discharged prisoner—who was domiciled in the loft of the Garden House.

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