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CHIEF PAPERS
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MAC DONALD UNIVERSITY OF CALIFORNIA MEDICAL CENTER
UNIVERSITY OF CALIFORNIA HOSPITAL
OFFICE OF THE ADMINISTRATOR

August 20, 1954

Mr. James H. Dorley
Vice President
Business Affairs
Berkeley

Dear Mr. Dorley:

This refers to your letter of August 17 regarding your desire to have us summarize certain basic operational policies affecting departments of the University.

It might be of interest to you to know that on this campus at frequent intervals we hold meetings with our Business Office and Hospital Department Heads for Inservice Training. At these meetings we discuss such subjects as country standards, rules and regulations, personnel policies, Hospital Departments - functions, policies, controls; Non-Hospital Departments - functions, policies, controls, and various other topics. We find these meetings have had salutary effects, since the people receiving the information filter it down to the other employees of the campus.

We recently prepared an Inter-Departmental Service Guide which is intended to serve as a guide to the Department Heads and personnel as a source of standard operating procedures within the Hospital and Business Office Departments. The manual provides information regarding all departments, giving a brief description of the activities and location. It is directed to the attention of new employees. I am sending you a copy of this for your information.

We doubt, you are also aware of the fact that every few weeks we issue a San Francisco Campus Bulletin wherein we intend to alert all of the San Francisco Campus Departments to certain relating to safety, building maintenance, economy, and other subjects. I believe we send your office a copy of each issue of this Bulletin. On this campus we also have wide distribution of the University Bulletin so that I hope we are [illegible] to emphasize the things to which you have called our attention.

Very truly yours,

W. B. Hall
Assistant Administrator

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