

## HEALTH SCIENCES LIBRARY DEVELOPS MANAGEMENT COLLECTION

By Mary Jo Dorsey, MLS

Hospital Managers and Administrators:

### **The Management Collection is Here!**

The Richard M. Johnson Health Sciences Library has developed a Management Collection to serve the information needs of administrators, directors, managers, students, and others interested in the principles and practices of leadership and human resources management.

Beginning February 14, 2005, several dozen books will be available in a special section of the Library for review and circulation. Below is a partial list of titles. If you have any suggestions for additional materials to add to the collection, please contact Mary Jo Dorsey, MLS, Richard M. Johnston Health Sciences Library, at 412-578-4708, or send an e-mail ([mjdorsey@wpahs.org](mailto:mjdorsey@wpahs.org)).

In addition, a WWW Resources list has been designed for easy access to online tools for hospital managers and administrators. Go to the Richard M. Johnson Health Sciences Library Website to view the webliography – [On the West Penn Hospital Intranet go to:](#) <http://home.wpahs.org/wph/library/index.htm>  
[On the Internet go to:](#) [http://www.wpahs.org/education/library/wph/mgmt\\_admin.html](http://www.wpahs.org/education/library/wph/mgmt_admin.html)

#### **Selected titles in the collection include:**

Drucker PF-*Harvard Business Review on Decision Making*  
Mintzberg H-*Harvard Business Review on Leadership*  
Siegler EL-*An Introduction to Hospitals and Inpatient Care*  
McConnell CR-*The Effective Health Care Supervisor*  
Pozgar GD-*Legal Aspects of Health Administration*  
Goldsmith M-*Coaching for Leadership*  
Tichy NM-*The Leadership Engine*  
Maxwell JC-*The 21 Indispensable Qualities of a Leader*  
Maxwell JC-*Developing The Leader Within You*  
Covey SR-*Principle Centered Leadership*  
Yukl GA-*Leadership in Organizations*

Maxwell JC-*The 21 Irrefutable Laws of Leadership*  
Cottrell D-*Monday Morning Leadership*  
Johnson S-*Who Moved My Cheese?*  
Blanchard K-*The One Minute Manager*  
Covey SR-*Seven Habits Of Highly Effective People*  
Rakich JS-*Cases in Health Services Management*  
Michaels/Hanafield-Jones-*The War for Talent*  
Gatto-*The Smart Manager's F.A.Q. Guide*  
Ham-*What Is Six Sigma?*  
Eckes-*Six Sigma for Everyone*  
Harvey-*Excel 2003 for Dummies*  
Gookin-*Word 2003 for Dummies*  
Lowe-*PowerPoint 2002 for Dummies*  
Kaufeld-*Microsoft Access 2002 for Dummies*  
Wang-*Office XP for Dummies*  
Rathbone-*Windows XP for Dummies*  
Cava-*Dealing With Difficult People*  
Weeks-*The Eight Essential Steps to Conflict Resolution:*  
Walton-*The Deming Management Method*

Join the Library Staff and Nurse Educators for a

## **SURFING PARTY!**

Friday, March 11, 2005

11 a.m. to 2 p.m.

West Penn's *Wintergarden*

Learn how to **surf** the new pages of the Richard M. Johnston Health Sciences Library Web pages, Patient and Family Education Center Web pages, and the Clinical Reference System.

**Fun – Food and Prizes for all!**



CRS Advisor

## HEALTH SCIENCES LIBRARY ADDS NEW ELECTRONIC RESOURCES!

The Richard M. Johnston Health Sciences Library has added the Clinical Reference System (CRS) "Advisor series" to its online services for West Penn Hospital. (*continued on back*)

The CRS Advisor series allows healthcare providers to deliver comprehensive education customized to each patient in a convenient and easily accessible format. This product can help enhance communication between provider and patient, encouraging better compliance and improved understanding of treatment directions.

CRS patient education materials are written in clear, simple question-and-answer format at a 5th to 8th grade reading level. Brief versions of topics have a reading level no higher than 4th grade. These easy-to-read topics can dramatically increase patients' understanding of their condition and compliance and satisfaction with care. The Library's Patient and Family Education Fund has purchased the CRS Adult Health Advisor and the CRS Medication Advisor series.

#### **CRS Adult Health Advisor**

The CRS Adult Health Advisor includes more than 700 medical and surgical topics, covering a broad range of topics to promote better understanding and compliance. It has been favorably reviewed by the American Academy of Family Physicians Foundations.

#### **CRS Medication Advisor**

The CRS Medication Advisor covers 5,000 brand and generic drug products, including over-the-counter products. Each topic provides essential information on the purpose, proper use, and possible side effects of the medication, as well as food and drug-to-drug interactions.

#### **To access and print CRS information for a patient:**

- To access CRS information, go to any computer connected to the West Penn Hospital Intranet.
- On the "desktop", double-click on the CRS icon.
- Select "Adult Health Advisor" for condition-related information **or** "Medication Advisor" for medication information.
- Select "English Index" (for text in English).
- Scroll through the list to find the desired topic.
- Double-click on the desired topic.
- To print, click on "Printer" or the printer icon; complete "Patient Name", etc. Click "OK".
- Give the printout to the patient. Remember to document in the Patient Education Record!

Mousepads with these instructions to place next to computers with access to CRS are on order.

As requested by managers, icons to access the Clinical Reference System have been added to most Hospital computers. If your unit has not yet received an icon, please contact Mary Jo Dorsey at [mjdorsey@wpahs.org](mailto:mjdorsey@wpahs.org)

## LIBRARY COMMITTEE

The Library Committee will hold its next meeting in April 2005. If you are interested in becoming a member of the Library Committee, please contact Mary Jo Dorsey at 412-578-4708 or [mjdorsey@wpahs.org](mailto:mjdorsey@wpahs.org). Meetings will be held twice per year.

## APPRECIATION FOR LIBRARY FUND SUPPORT

If you are interested in making a donation to the Library Fund, please contact Mary Jo Dorsey at 412-578-4708 or [mjdorsey@wpahs.org](mailto:mjdorsey@wpahs.org) or Beverly Beisgen at the West Penn Hospital Foundation at 412-578-4049.

## LIBRARY OUTREACH

If your department would like to schedule a Library Orientation presentation at a noon conference or any other time, please contact Mary Jo Dorsey, MLS, at 412-578-4708 or [mjdorsey@wpahs.org](mailto:mjdorsey@wpahs.org).

## OTHER NEWS

### **Welcome to University of Pittsburgh Intern!**

Welcome intern **Peter Cole!** Peter is a graduate student enrolled in the University of Pittsburgh's Masters in Library and Information Science program at the School of Information Sciences, with a concentration in medical libraries. Peter plans to complete his degree in May 2005 and is performing a 120-hour field placement at the Richard M. Johnston Health Sciences Library with Mary Jo Dorsey. Peter is in the Library on Thursdays and Fridays from 8:30 a.m. to 1:30 p.m. through the end of April. Peter can be reached in house at x5556.

## LIBRARY WEBSITES



Need information? Access the resources of the Richard M. Johnston Health Sciences Library on the 'Net:

West Penn Hospital Intranet:  
<http://home.wpahs.org/wph/library/index.htm>

World Wide Web (Internet):  
<http://www.wpahs.org/education/library/wph/index.html>

Patient and Family Education Center:  
<http://www.wpahs.org/education/library/wph/pfec/pfec.html>