A. DESCRIPTION OF ORGANIZATIONAL UNIT

1. List and briefly describe activities

a. The total number of patient visits is 7,281.
b. The total number of immunizations and antigens is 1,365
c. The total number of immunizations records processed for admission and registration is 18,870.
d. The majority of patient visits was in the areas of Gynecology, General Medicine, and Ear, Nose and Throat.
e. The total number of patients seen including faculty/staff, spouses and children is 266.
f. The total number of 3,495 laboratory tests and medical procedures were performed.
g. A total of 16 health education group presentations were made with 449 students attending.

2. List and describe staff activities

a. All staff completed AIDS/OSHA education requirements for medical clinic personnel.
b. At the beginning of the year, the hours for the male physician assistant were increased to one full day each weeks.
c. Monthly in-service programs were presented by the Physician and Nurse Practitioners.
d. The Health Educator attended a 2-day conference at University of Texas Medical Center.
e. The Pharmacy Service Committee and the Pharmacy Quality Assurance Committee met quarterly.
f. The clinic director attended an all day Baptist University Management Conference each quarter.
g. The clinic director attended an University of West Florida Loyalty luncheon honoring selected graduates of University of West Florida, years 76-78, “who made it happen” for University of West Florida.
h. The health center staff completed UWF and PJC 36 undergraduate hours of study.
i. Director served as member of University of West Florida Nursing Advisory Committee.
j. Staff earned ninety-five hours of medical continuing education credits.
k. The Health Educator organized Peer Education Groups to assist in presenting seminars on sexually transmitted diseases, smoking cessation, and eating disorders.

3. List and describe special events/activities.

a. The director requested and received a donation of $1,500.00 from Baptist Health Care to sponsor University of West Florida Homecoming events.
b. Over 200 flu vaccines were given to students, faculty and staff.
c. Eight medical pediatric residents interned with the clinic physician working one month each during Fall and Spring semesters.
d. Four nurse practitioner students for University of South Alabama interned with the clinic physician and nurse practitioner.
e. Weekly Mens Clinic continues to be well attended.
f. The University of West Florida Annual Health Fair was successful with over 600 attending. Thirty-five community agencies participated.
g. A Staff RN was presented as “champion” to the Baptist Health Care Board of Directors. She was presented a pin in recognition for her saving the life of an University of West Florida employee.
h. The clinic nurse practitioner conducted classes in Orthopedics for University of West Florida nursing students.
i. The health center providers are conducting research in wart removal, using duct tape and acid.

4. Personnel Update

a. A management decision was made to add one full-time medical records clerk.
b. The clinic physician retired after 30 years of service. A new physician was hired and began work the Fall semester.
c. The secretary resigned and was replaced by a Baptist Health Care employee who transferred from the Human Relations department.
d. To improve patient satisfaction, the decision was made to remain open with the nurse practitioner on duty during semester breaks.
e. The nurse practitioner completed pediatric CPR certification course.
f. Staff attended seminars to learn new computer programs to be used by University of West Florida and Student Affairs division.
g. The Health Educator resigned in May. The decision was made to delete the position.