

(c) Examination of the lower abdomen should, if practicable, be carried out within the 10 days following the first day of the menstrual cycle (para. 7.3.1).

(d) If there is any doubt about the advisability of carrying out an investigation or the nature of the investigation required, the matter should be resolved by consultation between the medical officers responsible respectively for the clinical and radiological care of the patient (para. 7.2.3).

J. W. LAWS
Registrar

The Royal College of Radiologists,
28 Portland Place,
London W14 4DE.

REFERENCE

Royal College of Radiologists (1974). *Implementation of the Ten-day Rule*. London: R.C.R.

THE TEAM BEFORE 1966

In their article *Clinical and Administrative Review in General Practice* (December *Journal*), Drs Stott and Dawes perpetuate a fallacy which is in danger of becoming holy writ, namely, that before the invention of the "Primary Health Care Team" it was usual for general practitioners to work "without the assistance of nurses and ancillary staff" (first paragraph Introduction).

The district nursing service has been established throughout the county for many years. My predecessor in single-handed practice was not alone in working in close co-operation with the district nurse and midwife.

Then, as now, the extent of co-operation and 'feed-back' depended on the character and attitudes of the individual doctor and nurse. This basic fact has not been changed by calling them, with others, a team.

R. V. H. JONES

1 Major Terrace,
Seaton,
Devon EX12 2RG

REFERENCE

Stott, N. C. H. & Daws, R. A. (1975). *Journal of the Royal College of General Practitioners*, 25, 888-96.

HEALTH-CENTRE AND PRACTICE ADMINISTRATORS

Sir,

Ideas are no use if people keep them to themselves, problems are hard to solve if you have no-one with similar experiences to consult. A sympathetic ear is valuable when difficulties seem insurmountable.

This is what health centre and practice administrators have found when they have been able to meet together and it is why we have now formed ourselves into the Association of Health Centre and Practice Administrators.

Our objectives are to promote the general interests of the administrators, to arrange specialised courses, and to press for the organisation

of more courses in colleges of further education, properly aimed at the needs of administrators.

We have representatives in every region and look forward to extending our membership among administrators everywhere. Those interested should contact me at the above address.

A. C. REDDY
Secretary

Association of Health-Centre and
Practice Administrators

Francis House,
Kings Head Yard,
Borough High Street,
London, SE1 1NA.

Sir

I read in your November *Journal* a letter about contraception records. I have designed one and we find it most useful in coping with the increased workload.

We are prepared to supply the cards by post and a sample will be sent on receipt of a stamped addressed envelope.

D. LIPP

Killamarsh,
Sheffield S31 8AL.

RECORDS IN GENERAL PRACTICE

Sir,

Might I add a few suggestions to Dr Walford's excellent article (November *Journal*).

Important data stand out even better if they are in a different coloured ink as well as being boxed. I like to make a vertical column down the right-hand side of the card in which I write the diagnoses in red ink. Also in this column data like urine tests, blood-pressure, pathology tests etc can be recorded, in red ink, and drugs etc. in another colour. Admittedly this cuts down space on the rest of the card for notes, but this is not necessarily a disadvantage. Notes should be notes and not an essay!

It also helps if important information is always written in block capitals. This is a great help to one's partners and other doctors, who may have to read one's notes. Block capitals are usually legible even in the worst handwriting.

It is going to be essential in the next few years to get all general-practitioner records in brief tabulated form, or when we come to programming them for computers we are going to have an impossible task.

A final plea. Could not *all* hospital letters be of standard size that will fit into the record envelopes without bulging them out like a suitcase that has been searched by a customs officer?

DAVID HOOKER

27 Lemon Street,
Truro, Cornwall.

REFERENCE

Walford, P. A. (1975). *Journal of the Royal College of General Practitioners* 25, 855.