

is basically hostile it is absolutely essential to have complete control over all excursions therein and to maintain the highest standards of individual safety. This can be achieved only by a sound knowledge of basic principles and a strict application of the accepted discipline. Terrell's book goes a long way towards covering these essentials. It is well written and admirably illustrated. The scope covers an assessment of the environment, safety, and communications, apparatus, submarine medicine, and the potential for future exploitation.

In such a study, which must include the effects of a stressful environment on man, it is inevitable that some reference is made to physiological problems. This is perhaps the weakest section of the book, and, although there is an appendix on the medical selection of divers by Dr. Jarrett, one cannot help feeling that the whole of the medical aspects would have been better presented by him or a similar authority. Though basically the statements are correct, there appears to be an undue emphasis on the influence of carbon dioxide, and the use of "atmospheres" as indices of partial pressures rather than mm. Hg is somewhat irregular and confusing. These minor criticisms apart, this is a particularly worth-while volume and is strongly recommended.

STANLEY MILES.

The Doctor's Secretary

The Medical Secretary's Handbook. By Michael Drury, M.B., Ch.B., M.R.C.S., L.R.C.P. Foreword by John Fry, M.D., F.R.C.S. (Pp. 340 + xii. 30s.) London: Baillière, Tindall & Cassell. 1965.

A Handbook for Medical Secretaries. By Geraldine D. Grant. (Pp. 78. 13s. 6d.) London: Faber & Faber. 1965.

A Guide for the Medical Secretary. By H. E. M. Welch, S.R.N., S.C.M. (Pp. 81 + ix. 7s. 6d.) London: Heinemann. 1965.

Few books go so far beyond the premise of their title as does the first of these, by Dr. Drury. Ostensibly a reference book for the secretary of the doctor in practice, it is in

fact a clear and comprehensive account of the British way of medical life, worthy of study by anyone—doctor, sociologist, administrator, or secretary alike. A section on the evolution of the Health Services, arranged historically, enables the reader to identify those qualities which give general practice its own characteristics and its own flavours. He can see the background against which both secretary and doctor work, and find help in planning many of the activities in which both take part.

The amount and range of practical information contained in the later parts of the book are formidable. The secretary is assumed to be a responsible one and is introduced to the administration of private as well as N.H.S. practice. There are sections on finance both in general and in specialist practice.

The character of general practice is such that the secretary must become involved in consulting-room work from time to time. She may have to act for a nurse in maintaining stocks of drugs and equipment, sterilizing, and undertake a number of laboratory or side-room procedures. Chaperoning, too, is an unconventional activity for a secretary, and the traditions of this are clearly set down.

The section on research documentation, which is likely to occupy an increasing amount of secretarial time in future, could usefully be expanded in the next edition, the need for which can be predicted with confidence. A new opportunity for married women is opening up in modern general practice. Hitherto the range and scope of work has been unformalized and imprecisely defined. In this book we have the basis for a course of training which will greatly enhance the usefulness—and the value to the practice—of the practitioners' amanuensis.

In the small books by Mrs. Grant and Mr. Welch two experienced medical secretaries give clear accounts of what may be expected of them by the doctors with whom they work, and both forecast the need for many more secretaries and others to acquire the special skills and knowledge to enable them

to help the doctor more effectively in his practice. The more efficient his staff the more the doctor can delegate. In a world in which medical skill is a scarce commodity help of this kind is welcome.

Mrs. Grant gives a concise account of the duties of a secretary—receptionist in practical and clear terms. She is courageous enough to tackle that difficult area of activity in which the secretary may be compelled by circumstances to advise patients or their relatives in simple "emergencies" brought to the consulting-room. No two people will agree on the precise handling of these problems, and she wisely insists on kind firmness as a principle. There is a good account of the often overestimated secretarial load of National Health Service practice, though the treatment of specific N.H.S. forms and documents might have been fuller. It is not immediately evident that the "final" medical certificate is on the reverse of the "intermediate" form, and more than one secretary has hunted for a non-existent second book.

Mr. Welch has written a rather more detailed and informative book which considers principles as well as practical details, and naturally enough handles clinical procedures, storage of drugs in practice, and other activities on the nursing side. He deals also with library work and the preparation of papers for publication. This is a field of work in which many more secretaries are now involved. In a valuable chapter on letters and reports he explains the subtle nuances behind the apparatus of initials which adorns the names of British medical men. This will commend the work to readers overseas.

Both these volumes are compact and will repay their desk-space at the secretary's side. The second is less robust and it may be doubted if its paper back will long endure. Together they form an excellent introduction to a new field of work which assumes increasing importance as doctors become ever more scarce.

R. J. F. H. PINSENT.

Books Received

Review is not precluded by notice here of books recently received.

Principes de Chimie Physique. À l'Usage des Pharmaciens et Biologistes. By R. Ruyssen and L. Molle. (Pp. 569. 92 F.) Paris: Masson. 1965.

Histologische Technik. By Dr. Hans-Christian Burck. (Pp. 144 + viii; illustrated. DM. 8.80.) Stuttgart: Georg Thieme. 1966.

Biogenesis of Antibiotic Substances. Edited by Zdenko Vanek and Zdenek Hostalek. (Pp. 324. £5 12s.) New York and London: Academic Press. 1965.

Biomedical Telemetry. Edited by Cesar A. Caceres. (Pp. 392 + xviii; illustrated. £6.) New York and London: Academic Press. 1965.

The Health of the Community. Principles of Public Health for Practitioners and Students. 3rd edition. By C. Fraser Brockington, M.A., M.D., B.Chir., D.P.H., M.R.C.P., M.Sc. (Pp. 356 + x. 48s.) London: Churchill. 1965.

Neurocutaneous Diseases. By John A. Aita, Ph.D., M.D. (Pp. 85 + x. \$4.75.) Springfield, Illinois: Charles C. Thomas. 1965.

Principles of Oral Surgery. By J. R. Moore. (Pp. 243 + xi; illustrated. 45s.) Oxford, London, Edinburgh, New York, Paris, and Frankfurt: Pergamon. 1965.

Advances in Respiratory Physiology. Edited by Colin G. Caro, M.Sc., M.D., M.R.C.P.(Ed.). (Pp. 348; illustrated. 75s.) London: Edward Arnold. 1966.

Research Reviews and Clinical Trials. 1964–65. Edited by Dr. D. J. E. L. Carrick. (Pp. 204; illustrated. 21s.) London: Medical News. 1965.

Die Infektionen durch das Herpes Simplex-Virus. By Professor Theodor Nasemann. (Pp. 222 + xiv; illustrated. £4 16s. 7d.) Jena: Gustav Fischer. 1965.

Taschenbuch der Kurzwellentherapie. Ein-schliesslich Mikrowellentherapie. By Wolfgang Rentsch. (Pp. 193; illustrated. £1 1s. 10d.) Jena: Gustav Fischer. 1965.

Lehrbuch der Speziellen Pathologie. Edited by Professor L.-H. Kettler. (Pp. 847 + xxix; illustrated. £2 0s. 6d.) Jena: Gustav Fischer. 1965.

Pathologie und Klinik Medikamentöser Schäden des Verdauungskanal. By Dr. Peter Pietsch. (Pp. 203; illustrated. £1 4s. 3d.) Jena: Gustav Fischer. 1965.

Herzskultation. By Rudolf Zuckermann. (Pp. 535 + xvi; illustrated. £3 6s. 11d.) Leipzig: Georg Thieme. 1965.

Computers and the Life Sciences. By Theodor D. Sterlin and Seymour V. Pollack. (Pp. 342 + x; illustrated. \$12.50.) New York: Columbia. 1965.

Research in Muscular Dystrophy. Symposium, London, 1965. Edited by Members of the Research Committee of the Muscular Dystrophy Group. (Pp. 357; illustrated. 40s.) London: Pitman. 1965.

Social Casework and Administration. By Anthony Forder. (Pp. 244. 35s.) London: Faber & Faber. 1966.