

IV. To instruct the nurse on duty in the diet kitchen as to the proper way of preparing the food belonging to her department.

V. To receive all monies from patients, nurses' fees, contributions, etc., and hand them over as received with detailed account to Treasurer or Assistant Treasurer.

VI. To hand in to Treasurer before each monthly meeting a full account of the expenditure of all money received from him.

### HOUSEKEEPER.

I. The Housekeeper shall have entire control of the household and the direction of the servants. Her staff of servants shall be such as the Board of Management may think proper, and she shall hire, and, when necessary, discharge the same.

II. The Housekeeper shall make the entire round of the Hospital at least once a day, that she may be assured of the neatness and order of each department.

III. She will have charge and superintendence of all furniture, bedding, linen, provisions, table and household supplies, and see that none are unnecessarily wasted or destroyed. She shall keep in a book designed for this purpose, an exact inventory of all goods belonging to and in the Hospital, and also memoranda of breakages or losses occasioned by the patients or otherwise, and is directed to require payment for any article carelessly injured or broken.

IV. The Housekeeper shall require punctuality at meals on the part of all connected with the Hospital. The following are the hours for meals:—For patients, breakfast, 7:30 a.m.; dinner, 12 p.m.; tea, 5 p.m. For Superintendent, Housekeeper, and nurses, 7 a.m.; 12:30-1 p.m.; 5:30-6 p.m. For servants, 7 a.m.; 12 p.m.; 5:30 p.m.

V. The Housekeeper shall insist upon economy in all departments of the Hospital.

VI. All supplies purchased for the Hospital shall be entered in a book called the "Supply Book," which together with the pass books shall be laid before the Board of Management at their weekly meeting.

### RULES FOR DAY NURSES.

I. All nurses must be in their respective places at 7.30 a.m. Nurses are entitled to half an hour for dinner and supper.

II. Upon going on duty in the morning the head nurse will receive from the night nurse a strict account of the condition of each patient and of the wards generally, during the night. She will inspect the bathrooms, closets, etc., as well as patients, and report to the Superintendent any neglect on part of night nurse to fulfil her duties; (the head nurse shall appoint the duties of the other nurses). It is her duty to receive all orders from physicians and to record the same in a book kept for the purpose; and she will be accountable for the carrying out of same, and for the general welfare and comfort of the patients under her care.

III. The Lady Superintendent shall appoint hours of rest for nurses. Every patient must have full bath at least once a week, unless otherwise directed by the physician in charge. The wards must be in perfect order, ready for rounds at 9.30 a.m.

IV. Wards must never be left without some nurse in charge.