

# THE INSTITUTION :

, KEEPERS, NURSES, ORDINARY SERVANTS.

## COMMISSIONERS.

Thursday, at 10 o'clock), for the purpose of examining into the state of the Institution and condition of the servants, receiving tenders for contracts, examining accounts, and generally taking cognizance of the Institution. One or more in rotation, whose duty shall be to inspect the Institution and keep a book to be kept for that purpose ; see that the patients are properly attended to, and supplied with medical and surgical aid. The Medical Superintendent, make such arrangements for the week as may be deemed advisable ; they shall keep a general state of the Institution.

## AL SUPERINTENDENT.

He shall visit the patients regularly at least three times a-day, not only for the purpose of medically treating the patients, but also for the purpose of enforcing discipline : at each visit he shall enter his name in a book to be kept for that purpose : it is his duty to have an opportunity of seeing the patients at their meals, and also after they have retired to bed ;—he shall be found ; he shall daily mark down, in a Diet Roll, the diet prescribed to each patient ; he shall keep a record of the species of mania, probable causes of disease (proximate and remote), duration of disease previous to admission, and other particulars in a book, setting forth a concise history of the case, together with the daily medical treatment and the result of the treatment without the sanction of the Commissioners ;—he shall generally superintend everything connected with the management and being of the patients, see that his directions relative to the medical and moral treatment of the patients are carried out ; he shall attend at the Weekly Meetings of the Commissioners, and shall annually furnish a Medical Report.

## STEWARD.

He shall be admitted to the Institution without permission from the Medical Superintendent or Board of Commissioners. He shall be responsible for the cleanliness of the male patients, and of the female patients, and shall see that the instructions of the Medical Superintendent, relative to the medical treatment and moral management of the patients, are carried out. He shall draw out the Weekly Diet Roll, and see that the food is of good quality (according to the directions of the Medical Superintendent), deliver his wearing apparel, &c., into the charge of the Matron, receiving from her all articles delivered by her into his charge for the use of the patients, and all furniture, &c., and shall be responsible for the conduct of the keepers or servants, or any other irregularity occurring in the house, to the Medical Superintendent. He shall attend at their weekly meeting ;—he shall have charge of everything out of doors connected with the Institution, and shall be constantly on hand, and regularly furnished to the several wards, both male and female ;—he shall attend to the patients in the Wards, render such assistance as may be required in controlling disorderly patients ;—he shall keep a record of the country, late residence, &c., of each patient, date of admission and discharge, under what circumstances, and by whom he is brought to the Asylum, and so forth ;—he shall see that the conva-