

FROM *Private Papers*

TO

*3/2/28*

*339996-11 X*

*87*

DEPARTMENT OF INDIAN AFFAIRS  
CANADA

February 3rd, 1928

Memorandum,

DR. SCOTT:

I submit for your consideration a statement of duties to be carried out by a Medical Branch. Doubtless, as time goes on, many details will develop which can scarcely be foreseen.

1. OUTSIDE PERSONNEL:

- (a) Drafting statement of duties for advertisements for appointment of Doctors, Nurses, etc.
- (b) Issuing instructions to newly appointed personnel.
- (c) Maintaining complete records of personnel employed.

2. DOCTORS' ACCOUNTS AND SALARIES:

- (a) Checking accounts from the standpoint of correctness of fees.
- (b) Dealing with applications for adjustment of salaries, and fixing salaries for new appointees.
- (c) Drafting and bringing into use a schedule of fees which place payments for medical services on a more regular and uniform basis.

3. HOSPITALS:

- (a) Functions similar to those detailed for Doctors' Accounts.
- (b) In the case of Departmental Hospitals, supervision of every activity of the Hospital.

Indian Affairs. (RG 10, Volume 3130, File 339,996-11 pt. 2)