

RULES
AND
REGULATIONS
OF THE
VANCOUVER GENERAL HOSPITAL

APPROVED BY THE BOARD OF DIRECTORS

8TH NOVEMBER,

1906.



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RULES AND REGULATIONS

FOR THE GOVERNMENT OF THE VANCOUVER GENERAL
HOSPITAL, SUBJECT TO THE ACT OF INCORPORATION
AND THE BY-LAWS PASSED IN PURSUANCE THEREOF.

(Passed by the Board of Directors, November 8th, 1906.)

GENERAL RULES.

1.—Every officer, nurse, or other employee shall, upon entering the service of the Institution, be furnished with a copy of the following Rules and Regulations and shall sign an agreement to abide by the same or any amendments which may from time to time be adopted by the Board of Directors. The agreements so signed to be filed with the Managing Secretary.

2.—Printed copies of the Rules and Regulations affecting the patients shall be displayed in the Wards for general information.

3.—No officer, nurse, or other employee in the service of the Hospital, shall on any pretence receive directly or indirectly, any fee, reward, gratuity or present from any patient or visitor, or from any tradesman or contractor; and no officer, nurse, or other employee shall remove or permit to be removed, without the written authority of the Medical Superintendent, Lady Superintendent, or Secretary, any article the property of the Hospital. Any person infringing this rule will be liable to dismissal.

4.—No officer or other employee shall be absent from duty without permission as hereinafter provided.

5.—The hours of duty of all employees (except where otherwise provided) shall be from 7 a.m. to 7 p.m. with such an allowance for meals as may be authorized by the Head of the department which must be so arranged as not to occasion inconvenience to the work of the hospital and no employee shall leave the premises during the hours of duty without the permission of the Head of their department.

6.—No salary or wages will be paid to any officer, nurse or other employee whilst absent from duty except during authorized holidays or when incapacitated from work through accident or sickness contracted in the performance of Hospital duty and then only on the certificate of a Medical Practitioner or the Medical Superintendent and for such period as the House Committee may determine. All employees may be received into the Wards at the discretion of the Medical Superintendent.

7.—Smoking on the premises by patients or visitors is strictly prohibited. The Medical Superintendent may at his discretion sanction smoking on the premises by the male members of the Hospital Staff, but only in their private apartments.

8.—It is strictly forbidden for any person to bring into the Hospital or allow to be brought in, any intoxicating liquor unless by the special permission of the Medical Superintendent or Managing Secretary.

9.—The employees of the Hospital shall at least once in every three months be exercised in the use of appliances to be used in the event of an outbreak of fire. It shall be the duty of the Medical Superintendent and Managing Secretary to see that this regulation is carried into effect and to report thereon to the House Committee.

10.—Excepting in the case of medical or surgical supplies or instruments no officer or other person employed in the Hospital shall purchase or obtain for

the Hospital, or on its account, any goods without an order in the prescribed form signed by the Managing Secretary, and (except in case of emergency) countersigned by the Chairman of the House Committee.

11.—All male employees in and about the Hospital and premises not specially provided for in the Rules shall perform their duties under the direction of the Managing Secretary and shall be under his supervision. All female employees, orderlies and the Kitchen and Laundry Staff shall act under the direction of the Lady Superintendent.

12.—No visitor or stranger shall be admitted to any part of the Hospital excepting the business offices, without a written order from the Managing Secretary, Medical or Lady Superintendent.

13.—The conveyance of letters or messages by any member of the Hospital Staff to the friends or relatives of patients, without the sanction of the Medical or Lady Superintendent, is forbidden, and such practice should be discouraged as far as possible. The City Messenger services can always be employed by the patients for this purpose at their own expense.

14.—Every employee of the Hospital shall be responsible for the various articles entrusted to his or her care and should any loss or damage to such property occur through carelessness or neglect, the circumstance shall be reported to the House Committee by the proper officer and the Committee reserves to itself the right to hold the responsible person liable to replace such property damaged, lost or destroyed, at his or her expense.

15.—All officers and other employees shall observe the most scrupulous order and cleanliness in all parts of the Hospital and premises committed to their care. They must see that all stores, offices, rooms, basements, &c. are kept clean and in good order and well ventilated; also that all locks, fastenings and furnishings are in

good order ; and shall report any defects in the same to the Medical or Lady Superintendent or the Managing Secretary.

THE MANAGEMENT.

1.—The House Committee shall manage the Hospital and shall be responsible therefor to the Board of Directors.

2.—The House Committee shall meet in the Board room once a fortnight (or more frequently if required) at the call of the Managing Secretary.

3.—The following officers shall be appointed by the Board of Directors, viz :—

- (a) The Managing Secretary.
- (b) The Medical Superintendent.
- (c) The Resident Medical Officers.
- (d) The Pathologist.
- (e) The Skiagrapher.
- (f) The Lady Superintendent

who shall severally have supervision over the departments of the Hospital as hereinafter mentioned and be directly responsible to the House Committee.

4.—The Managing Secretary shall have supervision over :—

- (a) The Accounting and Collecting Department.
- (b) The Clerical work as needed, excepting the Medical Records.
- (c) The House Steward's Department.
- (d) The Power House Department, including the Electric Light and Gas.
- (e) The Garden and Grounds and all outside help.

5.—The Medical Superintendent shall have supervision over:—

- (a) The entire Medical and Surgical Departments of the Hospital.
- (b) The Dispensary.
- (c) The Porters.

6.—The Lady Superintendent shall have supervision over:—

- (a) The Nursing Department.
- (b) The Kitchen Department
- (c) The Laundry Department.
- (d) The Household Department.
- (e) The Orderlies or Wardsmen.
- (f) The Maid Servants.

7.—The said officers respectively shall have power to fill vacancies in the staffs under their supervision as they may arise but all appointments made by any one of them shall be subject to the approval of the House Committee, to whom any such appointment shall be reported at its first meeting after such appointment, and no appointment shall continue thereafter unless confirmed by the House Committee at such meeting.

8.—The said officers shall also have power to suspend or dismiss any employee under his or her control for serious misconduct. Any such suspension or dismissal, with the reasons therefor, shall be fully reported to the House Committee at its first meeting thereafter. Any employee summarily dismissed may appeal to the House Committee, such appeal to be lodged with the Managing Secretary not later than one week after such dismissal and the House Committee may, if it thinks proper, reinstate any employee so appealing.

9.—Additions to the staff required in an emergency may be made temporarily by the official having supervision. A report giving a full explanation of the necessity therefor shall be made to the House Committee by such official at its first meeting after such appointment.

VACATIONS.

After the first year of service the following vacations may be allowed on full salary to the various members of the permanent staff, subject to the convenience of the work of the Hospital. All holidays exceeding 24 hours duration shall be included in the allowance, namely :—

A.—The Managing Secretary, the Medical Superintendent, the Lady Superintendent and her Assistant, one month in each year subject to arrangement for efficient performance of duties during his or her absence, which must be previously submitted to and approved by the House Committee.

B.—The Resident Medical Officers, the House Steward, Dispenser and Heads of Departments on the Nursing staff, three weeks in each year.

C.—The Clerical staff, Collector, Nurses and Pupil Nurses, Head Cook and Head Laundryman, two weeks in each year.

D.—All other employees, one week in each year.

All such vacations shall be subject to the approval of the official having supervision over the applicant, and shall not be granted until provision has been made for the efficient performance of his or her duties during absence.

Under no circumstances shall salary be paid for an extension of leave of absence nor will holidays be allowed to accumulate.

Statutory holidays shall not necessarily be recognized in behalf of any employee but may be granted in individual cases at the discretion of the official having supervision over the department in which the applicant is employed.

In addition the following allowances for relaxation will be permitted during each week at the discretion of the controlling officers, namely :—

ASSISTANT LADY SUPERINTENDENT.

Two hours during each week day and one half day on each Sunday.

DEPARTMENT NURSES AND HEAD NURSES.

One hour during each day, one half day each week and one half of each Sunday.

PUPIL NURSES.

One afternoon in each week and one half of each Sunday.

PORTERS AND ORDERLIES ON DAY DUTY.

One half day in each week and one Sunday per month from 9.00 a.m.

PORTERS AND ORDERLIES ON NIGHT DUTY.

One night each week until 10.00 p.m. and every alternate Sunday until 10.00 p.m.

THE MEDICAL DEPARTMENT.

1.—The Medical Staff shall consist of the Consulting Staff, the Visiting Physicians, Surgeons and Specialists, to be known as the Medical Staff. They shall be elected by the Board of Directors in accordance with the By-Laws.

2.—The Visiting Physicians and Surgeons on the Medical Staff shall each attend in turn at the Hospital, to visit the in-patients as nearly as possible at fixed and regular hours, between the hours of 10.30 a.m. and 3.30 p.m. each day, unless otherwise requested by the Board.

3.—They shall not be required to make official visits on Sundays, except in cases of emergency.

4.—Every member of the Medical Staff shall upon each official visit to the Hospital, sign his name in the Register kept for the purpose in the Doctors' Room.

5.—The duty of discharging patients shall rest with the Visiting Physician or Surgeon, except in cases of misconduct, and in such over-time cases as shall be dealt with by the House Committee. A report of such cases shall be laid before the House Committee at each Meeting.

6.—The Physician or Surgeon under whose care a patient is placed, shall continue to have charge of such patient, while an inmate of the Hospital. Should this be varied by reason of transfer to or from a Surgical or Medical Ward, the name of the Physician or Surgeon to whose care the patient is transferred shall be endorsed on the bed ticket and notice shall be given him by the Medical Superintendent immediately.

7.—The Medical Staff shall order or cause to be ordered in writing, the particular diet to be given to each in-patient and they alone are authorized to order casual additions to the diets or extras. No wine or spirits shall be continued more than seven days from the date of the written order, without renewal.

8.—The Medical Staff shall be prompt in calling the attention of the Medical Superintendent to any laxity they may observe on the part of the Hospital Staff, whether in the execution of the duties of their several departments, or of attention to the comfort and recovery of patients under their charge.

9.—All operations shall be arranged for by the Medical Superintendent and except in cases of emergency, shall take place between the hours of 9 a.m. and 5.30 p.m., and due notice thereof shall be given to the Medical Staff, by posting the particulars and the hour in the Medical Superintendent's office and also in the Operating Room. Only special cases of emergency shall be performed on Sunday.

10.—Consultations shall be held in the Consulting Room at a fixed time on any one day of the week as may be determined by the Medical Staff. Special Consultations may be held at any time. Due notice of all Consultations shall be sent by the Secretary of the Hospital to all members of the Medical Staff. The Medical Staff shall appoint from among themselves a Secretary for the purpose of recording the particulars of each case and the result of the Consultation in a book, to be kept for the purpose. The Medical Superintendent or one of the Resident Medical officers shall act as Secretary at such meetings, if called upon to do so.

11.—Except in the case of illness or absence on leave, no member of the Medical Staff shall absent himself from his duties without intimating his intention to the Medical Superintendent and not until the latter has arranged for his duties.

12.—Absence from his post, by any member of the Medical Staff without making prior arrangements with the Medical Superintendent as provided in the foregoing rule, may render his position on the Staff vacant.

13.—The Medical Staff shall, from time to time, as they may be called upon by the Medical Superintendent or Lady Superintendent to do so, deliver such Lectures to the Nursing Staff as may be appointed.

14.—Legally qualified members of the Medical Profession shall have the privilege of being present at any operation on a non-paying patient, upon sufficient introduction to the Medical Superintendent.

15.—Nothing in these Rules shall prevent the Visiting Physicians and Surgeons on the Staff, or any of the Specialists, from attending the out-patients' Department should they so desire.

16.—Legally qualified Physicians and Surgeons not on the Staff shall have all the privileges of the Hospital for the treatment of their patients and shall be subject to the Rules and Regulations generally.

THE PATHOLOGICAL DEPARTMENT.

1.—The Director of the Pathological Department shall be a legally qualified Medical Practitioner of the Province of British Columbia. He shall be a member of the Medical Staff and shall be elected by the Board of Directors in accordance with the By-Laws.

2.—He shall be responsible for and have control of all the work done in the Pathological Department, and shall issue reports on all Pathological specimens that may be submitted from the Operating room or Wards of the Hospital, and shall have charge of any special bacteriological tests arising within the Hospital. He shall have control of the bacteriological work in connection with the Infectious Wards which he may at his discretion place under the care of the Medical Superintendent.

3.—He shall make or cause to be made all the Post-Mortem examinations, except any that may be connected with legal enquiries which may be performed as the law officers direct. He shall superintend all records made in connection with the work and take under his charge all apparatus used in the Department. He shall have the appointment of any orderlies that may be necessary in his department, subject to the approval of the House Committee, and such orderlies shall remain subject to his supervision through the Medical Superintendent. Under his direction a legally qualified assistant or assistants, may carry out any special work connected with the Department.

4.—He shall keep a book to be called the "Register of Post-Mortem Records" in which he shall enter or cause to be entered a descriptive record of all examinations made. Such register shall be kept in the Department and be available at all times for the inspection of the Medical Staff.

5.—All specimens reserved for preservation shall be the property of the Hospital.

6.—No body shall be examined after death until the friends or relatives have been communicated with by the Medical Superintendent and their consent obtained. This rule shall not apply however when such prior communication is not possible owing to excessive distance or want of information; but no examination shall be made without the written consent of the Medical Superintendent.

7.—The Pathologist shall submit to the Managing Secretary a memorandum of all specimens examined by him, and shall indicate what fee should be charged by the Hospital for the work done. The Pathologist shall submit for the approval of the House Committee requisitions for all supplies necessary for the work of his department.

THE SKIAGRAPHIC DEPARTMENT.

1.—The Skiagrapher shall be a legally qualified Practitioner of the Province of British Columbia. He shall be appointed by the Board as in the case of the Medical Staff.

2.—He shall be responsible for and have control of all the work done in the Skiagraphic Department. He shall superintend all records made in connection with the work and all the apparatus used in the Department shall be under his control, but in the charge of the Medical Superintendent. Under his direction, a legally qualified assistant or assistants, may carry out any work in connection with this department.

3.—He shall keep a book to be called "Skiagraphic Records" in which he shall enter or cause to be entered, an account of every case treated in the department.

4.—He shall devote such time during each week to the work of the department as may be determined upon

by the Medical Staff or the Board of Directors, and as far as possible all cases to be Skiagraphed shall be attended to at that time.

5.—In case of urgency he shall attend at any time.

6.—No patients shall be attended to in this department unless they present an order from the Medical Superintendent.

7.—In the case of in-patients, any member of the Medical Staff desiring a skiagraphic examination of any case under his charge, shall make such request in writing, on forms prescribed, to the Nurse in charge of the Ward, who shall communicate the request to the Medical Superintendent, and he in turn shall communicate with the Skiagrapher.

8.—In cases of out-patients sent to the Hospital for Skiagraphy, or for Therapeutic use of X Rays, the Skiagrapher shall charge such fees as may be determined by the House Committee who shall have power to authorize the payment of any portion thereof to the Skiagrapher as may be deemed right and proper.

THE RESIDENT MEDICAL STAFF.

The members of the Resident Medical Staff shall all be legally qualified Practitioners of British Columbia, and shall consist of the Medical Superintendent and such other Resident Medical Officers as may be appointed from time to time. They shall all reside at the Hospital and shall receive their appointments from the Board, in accordance with the By-Laws.

THE MEDICAL SUPERINTENDENT.

1.—He shall have the superintendence and control of the Medical and Surgical Department of the Hospital, and be directly responsible to the Board of Directors.

2.—All patients admitted shall be under his care until they are placed under the care of a member of the Medical Staff or the attending Physician.

3.—He shall from time to time afford the House Committee information on matters within his control, as he may be required, and shall, in conjunction with the members of the Medical Staff and the Lady Superintendent, deliver such lectures to the Probationers and Pupil Nurses as may be appointed.

4.—He shall devote his whole time and attention to the duties of his office, and shall not engage in any private practice.

5.—He shall not leave the Hospital without leaving a Resident Medical Officer in charge, whose name, as officer in charge, should be posted in the Hall.

6.—He shall attend all meetings of the Board and of the House Committee to advise with them and to receive their instructions.

7.—He shall see that all such reports as may be ordered, are forwarded to the Secretary in time to be submitted at each meeting of the House Committee.

8.—He shall see that the Resident Medical Officers properly write up all books, papers and reports having reference to the Medical Departments of the Hospital, as may from time to time be specified by the By-Laws and Rules and such others as may be required by the Board or Committees and shall see that the same are submitted to the Board and Committees as directed.

9.—He shall supervise all requisitions and be responsible for the purchase of Drugs, Surgical Dressings and Surgical Instruments; provided such requisitions must be first submitted to the House Committee and receive their approval, except in case of emergency, when the Medical Superintendent may order any article immediately required and enter the same upon

a special requisition, to be submitted to the next meeting of the House Committee.

10.—He shall promptly report to the Managing Secretary, any derangement in any of the Sanitary or Domestic appliances of the Hospital, or breakage, or want of repair of any of the Furniture, which may come under his observation, and the Managing Secretary shall immediately examine and deal with the same as may be required.

11.—He shall be responsible for, and have charge of all Instruments and Apparatus pertaining to the Medical and Surgical Departments, and may cause ordinary repairs to be effected thereto. On taking office, he shall sign an inventory of all Instruments and Apparatus under his care, which shall be filed with the Managing Secretary. No new Instrument shall be ordered and no alteration or addition made to any Instrument or Apparatus in use, except upon a proper requisition, approved by the House Committee.

12.—He shall from time to time examine the articles delivered by the Tradesmen or Contractors and report any which do not meet with his approval, to the House Committee.

13.—He shall report misconduct on the part of any employee which may come under his observation, to the Head of the Department, or to the House Committee and shall have power to suspend or dismiss any employee, under his jurisdiction, but shall report such action at the first meeting of the House Committee.

14.—He shall, pending the appointment of a special officer for that purpose, act as admitting officer, only delegating his authority in this respect, during his absence, to the Resident Medical Officer left in charge,

15.—He shall see that accidents and urgent cases are admitted at any time of the day or night, but that

under ordinary circumstances no patients are admitted after 5 p.m. on weekdays and 3 p.m. on Sundays.

16.—He shall see that there is affixed to the bedside of every patient the regular bed-card in use by the Hospital, and that the same has been properly filled in, with all the particulars which it calls for. Any omission in this respect should be promptly reported to the Managing Secretary.

17.—He shall inspect frequently the Nurse's records on the Clinical Sheets, and see that they are regularly filled up, also that the diet cards are formally made out by the attending Physician.

18.—He shall preserve or cause to be preserved, all letters or documents of any kind relating to each case and see that they are attached to the Clinical Sheets and delivered to the Managing Secretary when the patient is discharged.

19.—He shall examine all cases of serious accident and cases of emergency, upon their admission, and should the circumstances urgently demand it, he shall himself operate, or otherwise act as the case may require, but the Physician or Surgeon, who will have charge of the case should be notified with the least possible delay.

20.—He shall have power to close any ward to visitors in which there is a patient in a critical condition requiring absolute quietness.

21.—He shall see that a Minister of any church or denomination, is afforded every facility to minister to a patient of his church or denomination, during the appointed hours, and that prompt notice be sent of the dangerous condition of any patient, to the nearest relative, and, if desired, to the minister of the denomination to which the patient may belong.

22.—He shall cause the notices of all operations to be posted in his own office and in the Operating Room as long before the time appointed for their performance, as may reasonably be possible.

23.—He shall give the Managing Secretary proper notice to advise members of the Medical Staff, of all consultations.

24.—He shall see that the British Pharmacopia is used as far as possible in all departments of the Hospital, and shall furnish copies of it to the members of the Medical Staff, Resident Medical Staff and the Dispensers, and to the Wards for convenient reference.

25.—He shall as far as possible be present at all operations, and see that the Nurses and others are at their posts, and that all the required instruments and appliances are in readiness.

26.—He shall regulate the ventilation of the Wards and all parts of the Hospital, and in his rounds pay particular attention to Lavatories, Drains, Water, Gas and Electric Light Fittings, and see that they are properly kept, and in good working order.

27.—He shall cause every case of infectious disease occurring in the Wards to be promptly removed to the Infectious Quarters, and provide that the accommodation therein is always in readiness. All such cases shall be reported to the City Health Officer immediately.

28.—Should any patient be reported for misconduct he shall inquire fully into the circumstances, and if he deem it necessary for the discipline of the Hospital, he may discharge such patient after conferring with the attending Physician or Surgeon, and shall report to the House Committee at its first meeting.

29.—He shall make an Annual Report to the Board of the Hospital, of the work of the year, as soon after the close of each year as may be practicable, giving a

full return of all cases treated as In or Out-patients, according to form prescribed.

30.—He shall cause to be prepared an inventory of all Surgical Instruments and appliances and Medical Stores on hand, to accompany his Annual Report to the Board, as provided in the previous regulation.

31.—Upon the death of a patient he shall examine the body or cause it to be examined by a Resident Medical Officer, before it is removed to the Mortuary, and shall see that the friends are immediately advised of the death. He shall not allow any Pathological examination to be made without his having obtained the consent of the relatives of the deceased, excepting as provided in Rule 5, Pathological Department and in no case without his sanction in writing, and he shall sign all death certificates of patients dying in the Hospital.

32.—He shall have the Medical care and supervision during illness of all Resident Officers, Nurses or Employees.

THE RESIDENT MEDICAL OFFICERS.

1.—The Resident Medical Officer or Officers, as may be required, shall be appointed by the Board of Directors, and before entering on their duties permanently, shall execute an agreement to remain in the service of the Hospital for at least one year from the date of the agreement.

2.—They shall in all matters be subject to the authority of the Medical Superintendent and amenable to the General Rules and Regulations of the Hospital, as may then be in force or which may be subsequently adopted by the Board of Directors.

3.—They shall not be absent from the Hospital or from duty, except in case of sickness or authorized vacation, at the hours when the Visiting Physicians and

Surgeons attend upon their official visits, nor shall they leave the Hospital until their duties have been performed, nor at any time without the sanction of the Medical Superintendent.

4.—During the absence of the Medical Superintendent there shall always be a Resident Medical Officer left in charge, who will thereupon assume the duties and responsibilities of Medical Superintendent, for the time being, and shall report to the latter upon his return any matter of importance which may have occurred while he has been away.

5.—They shall not during their term of office, engage in any private practice, nor accept any fee or present of any kind from a patient.

6.—They shall, under the direction of the Medical Superintendent, keep such records and prepare such reports in connection with the Hospital work, as may be required from time to time by the Board of Directors, the House Committee, or the attending Physicians and Surgeons.

7.—They shall, with the approval of the Medical Superintendent, render the Pathologist such assistance as may be required of them, but they shall not make any Post-Mortem examinations except under the direction of the Pathologist. All records of the Department may be kept by them, under the direction of the Pathologist.

8.—The foregoing Regulation shall apply in like manner to other special departments, where assistance may be needed, at the request of the Specialist, and with the sanction of the Medical Superintendent.

9.—In their rounds they shall give particular attention to the general observance of the Rules and Regulations by the employees of all departments; shall see that every endeavor is made to enforce strict economy in the use of all supplies; that Nurses execute their

duties with kindness and efficiency; that order and cleanliness prevail in all parts; and report any circumstance which does not meet with their approval to the Medical Superintendent.

10.—Their hours of duty shall be regulated by the Medical Superintendent, but they shall hold themselves available for duty at all times, in case of accident or emergency.

DISPENSERS.

1.—The Dispenser or Dispensers shall be legally qualified and registered Chemists and Druggists of the Province of British Columbia. They shall be appointed by the House Committee and shall be subject to the supervision of the Medical Superintendent.

2.—They shall accurately dispense the prescriptions ordered by the Visiting Physicians and Surgeons and shall label every medicine dispensed by them with the name of the patient and the time and manner of using it, according to the written directions of the Physician in charge of the case.

3.—Drugs for external use only, shall be so labelled with the addition of the word "POISON."

4.—The hours of duty shall be 9 a.m. to 7 p.m. unless otherwise directed by the Medical Superintendent.

5.—They shall not absent themselves from duty (except by reason of sickness or authorized leave) until their duties have been performed and not at any time without reporting to the Medical Superintendent and obtaining his consent.

6.—They shall not enter the Wards unless summoned by a member of the Medical Staff.

8.—They shall at once report to the Medical Superintendent any apparent mistake in a prescription before dispensing it.

8.—The Dispenser or the Chief Dispenser shall keep a record of all drugs received in such form as may be authorized and shall prepare requisitions for all drugs required for submission to the Medical Superintendent. Such requisitions shall, as far as practicable, be made up once a month, and no purchases of drugs or other supplies usually kept in the Dispensary will be sanctioned until the requisitions for the same have been approved by the House Committee, except in cases of emergency. Emergent requisitions may be acted upon by the Medical Superintendent but must be reported at the first meeting of the House Committee.

MINISTERS OF RELIGION.

1.—The Hospital is strictly non-sectarian in character.

2.—The hours for the visits of Ministers to patients shall be from 2 p.m. to 4 p.m. daily, except in special or urgent cases, when they shall be at liberty to attend at any time with the sanction of the Medical Superintendent.

3.—It is expected that Ministers will not remain in the Wards during the visits of the Medical Officers.

4.—Ministers are required to confine their attention to members of their own denomination, unless at the special request of patients conveyed through the nurse in charge.

PATIENTS.

IN-PATIENTS.

1.—All persons suffering from serious diseases shall be admitted as In-patients, except ;

(a) Those suffering from diseases deemed to be incurable.

- (b) Those whose complaints are deemed likely to be so tedious of cure as to preclude admission of more urgent cases of disease, unless there are urgent symptoms which may be relieved.
- (c) Those whose admission might endanger the other patients by the introduction of infectious diseases: such cases shall be admitted only to the Isolation buildings, set apart for infectious diseases.
- (d) No lunatic or insane person.
- (e) No drunkards, who require no other treatment than in the police cells.

2.—Persons suffering from confirmed Phthisis shall only be admitted in the separate building set apart for the purpose.

3.—Accidents and urgent cases shall be received at all hours of the day and night.

4.—No person shall be admitted as an In-patient if adequate relief can be afforded as an Out-patient.

5.—The Hospital is primarily for the treatment of those in indigent circumstances.

Patients who are able to contribute towards the cost of their maintenance and cure are expected to do so.

The following is a list of charges for paying patients:

Public Wards	-	\$1.00 per day
Children's Ward	1.00	"
Semi-Private Ward	1.50	"

PRIVATE WARDS.

6.—The charges for Private Wards vary according to location of room. Patients or their representatives

should be referred to the Managing Secretary for particulars before admission.

7.—The charges for Private Wards shall include Hospital Board, ordinary nursing and attendance, ordinary medicines and the services of the Resident Officers, but shall not include the fees of the attending Physician for which the Hospital shall not be held in any way responsible.

8.—An extra charge shall be made for any special nursing or attendance and for any special medicines, wines, spirits, or other liquors when ordered by the attending Physician or Surgeon or the Medical Superintendent.

9.—A Special nurse shall be charged for at the following rates including meals, namely,—If from the Hospital Staff, one dollar per day of 12 hours including board. If a nurse in private practice, at the current rates.

10.—The Hospital will only undertake to supply a special nurse from its own staff when it can do so without inconvenience to the general work of the Hospital.

11.—A patient shall have the option of engaging any particular nurse in private practice who may be desired but any nurse so engaged must be paid direct by the patient, the Hospital assuming no responsibility for her salary.

12.—Any special nurse so engaged shall be subject to the rules and regulations of the Hospital.

13.—Meals shall not be furnished to the relatives or friends of patients. Meals for special nurses not on the Hospital Staff shall be charged for at twenty-five cents each meal.

14.—Washing of personal clothing will not be undertaken on the Hospital premises.

15.—The Hospital will supply plain night attire, handkerchiefs, dressing gowns and slippers, but patients may furnish their own.

16.—In order to guard against imposition, patients will be invariably asked to give a satisfactory reference on entering the Hospital, or as soon afterwards as may be practicable.

17.—All patients seeking admission as In-patients are required, if able to do so, to present themselves to the Medical Superintendent daily, between 10 a.m. and 5 p.m.

18.—Patients while in the Hospital must submit themselves to the regulations. They are in all matters subject to the nurse in charge of the Ward, and should they consider that they have any cause for complaint, they are requested to state it to the Medical Superintendent, the Lady Superintendent or the visiting Directors, or if they are unable to do so, to state it in writing, in the complaint book. In either event, the matter shall be investigated without delay, and finally brought to the attention of the House Committee.

19.—No patient shall be permitted to leave the Hospital on any pretence whatever, without the consent in writing, of the Medical Superintendent, it being understood that this consent is given only with the previous sanction of the Physician or Surgeon under whose care the patient is placed.

20.—Patients who are able to look after themselves, are expected to observe personal cleanliness, for which every facility is provided by the Hospital. They are requested to be in readiness to take their meals at the appointed hours, in order that they themselves may not suffer inconvenience, or the regularity of the management be interfered with.

21.—Patients must be prepared to obey strictly the instructions of the Medical Officers as conveyed to

them by the Nurse in charge, and take their medicines regularly and at stated intervals.

22.—Patients are strictly enjoined not to disturb the Ward by improper conduct or conversation. Rudeness to the Nurse in charge, quarrelling, obscene language, loud talking, smoking or chewing tobacco are strictly forbidden upon pain of immediate expulsion.

23.—Patients must not go beyond their own Wards and precincts, without express permission from the Nurse in charge of their Ward.

24.—On entering the Hospital, patients are required to hand over their money and valuables to the Managing Secretary, who will give a receipt for same. All such property will be returned when the patient leaves the Hospital, subject to any special order of the House Committee.

25.—All patients who are able to do so, shall rise at 7 a.m. in Summer and 7.30 a.m. in Winter, and shall retire at 8 p.m., subject, however, to the direction of the Nurse in charge in any special case or cases.

26.—Patients are required to be silent and respectful when the authorities or Medical Officers visit the Wards.

27.—With the consent of the Visiting Physicians, patients shall not decline to assist the Nurse in charge in any light duties in and about the Ward, when called upon to do so. Any refusal in this respect, will be considered a breach of the Rules, and the patient may be at once discharged at the discretion of the Medical Superintendent,

28.—Patients shall be careful of the Hospital property, and shall be held responsible by the Nurse in charge for any deficiency or breakages.

29.—Patients are specially enjoined not to throw poultices or rags, etc., into the W.Cs. or sinks. Any

breach of this regulation will be regarded as a misdemeanor, and render the patient liable to be discharged by the Medical Superintendent.

30.—Patients are forbidden to offer or promise any remuneration to the officials, and the nurses and others are forbidden to accept any fee or present from a patient. Any departure from this regulation will render the official liable to be summarily dealt with.

31.—No patient shall be allowed to remain in the Hospital longer than three months, except by the sanction of the House Committee.

32.—Except for cause, as hereinbefore provided, patients shall be discharged by the Physician or Surgeon in charge of the case.

OUT-PATIENTS.

1.—Out-patients shall attend at the Hospital on Week-days only between the hours of 11 a.m. and 12 noon.

2.—Except in cases of accident, only those persons are eligible for free relief in this department, who produce certificates from responsible persons, that they are in poor circumstances, and a record shall be kept of the names and attendances of all patients in this department.

3.—No patients shall have advice or medicines unless they attend punctually on the day and at the hour appointed, and they must bring back the receptacles for their medicines, to be refilled. Patients neglecting to attend for two consecutive weeks will have their names struck off the books.

OPERATIONS.

1.—There shall be an extra charge for the use of either of the Operating Rooms according to the current tariff of rates governed, as a principle, according to the length of operation.

2.—There shall be an extra charge for examination and photographs by X-Rays according to the current tariff for such work.

3.—There shall be an extra charge for any special examinations conducted by the Hospital Pathologist.

VISITORS.

1.—PRIVATE WARDS:—Visitors are allowed daily at the discretion of the attending Physician or the Medical Superintendent between the hours of 10 a.m. and 12 noon; 2 and 5 p.m., and 7 and 9 p.m., and not at other times. Visitors are not allowed to stay with a patient overnight except when the patient's condition is critical and by permission of the Medical Superintendent.

2.—SEMI-PRIVATE WARDS:—Visitors are allowed daily at the discretion of the attending Physician or the Medical Superintendent between the hours of 2 and 5 p.m., and 7 and 9 p.m. and not at other times.

3.—CHILDREN'S WARD:—Visitors are allowed on Wednesdays, Fridays and Sundays from 2:30 to 4:30 p.m. at the discretion of the attending Physician or the Medical Superintendent and not at other times except by special permission from the Medical Superintendent; but visitors must never be admitted to the Children's Ward without the direct authority of the Medical Superintendent having been first obtained.

4.—PUBLIC WARDS:—Visitors will be admitted on Wednesdays, Fridays and Sundays from 2:30 to 4:30 p.m. and at no other time except by special permission of the Medical Superintendent.

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5.—Not more than two visitors shall ordinarily be allowed to visit any patient at the same time; and all visitors must leave the Hospital as soon as they have seen their friends. Not more than one child out of arms shall accompany visitors to see a patient.

6.—In all cases of urgency the relatives or friends of the patients will be notified by the Medical Superintendent to attend.

7.—Visitors are required to respectfully obey the Nurse in charge of the Ward, to observe quietness in their movements and conversation, and be careful not to disturb the Ward in any way.

8.—Visitors are not allowed to bring stimulants of any kind into the Hospital, and must deliver all delicacies to the Nurse in charge of the Ward, who will permit them to be given to the patients, for whom they are intended, only on the instructions of the attending Physicians.

9.—No person will be permitted to visit the nurses or other employees during hours of duty, without express permission from the Lady Superintendent, or Medical Superintendent, or Managing Secretary as the case may be, and loitering about the premises or smoking are strictly prohibited.

MANAGING SECRETARY.

1.—The Managing Secretary shall be appointed by the Board. He shall receive such salary as the Board may from time to time determine and shall devote the whole of his time to the duties of his office.

2.—He shall give security by such sureties and for such amount as shall be approved by the Board, for the faithful discharge of his duties.

3.—He shall summon and attend all the meetings of the Board and of the House and other Committees, and shall record the minutes of their proceedings at length in the books provided for the purpose. He shall have charge of all the Minute Books, Contracts, Deeds and other Documents of the Corporation and of its Archives generally; also of all Reports and Communications and of the Correspondence of the Corporation generally.

4.—He shall be responsible for the carrying into effect of all resolutions of the Board or House Committee in matters under his supervision, and for communicating to the other officials such resolutions of the Board or House Committee, as require to be carried into effect by them respectively.

5.—He shall receive all moneys belonging to the Corporation and shall under the direction of the Board prepare all cheques for disbursements; superintend the keeping of regular and systematic books of accounts of all receipts and disbursements, assist the Honorary Treasurer in the preparation of detailed reports thereof to the Board; give proper receipts and discharges for all moneys received and take and preserve proper receipts and discharges for all payments made.

6.—He shall regularly deposit all moneys received by him on account of the Corporation, to its credit in a Chartered Bank named by a resolution of the Board.

7.—He shall superintend the collection of all accounts due to the Hospital.

8.—He shall superintend the preparation of regular reports of all such collections to the House Committee and of all accounts he may have been unable to collect and of all subscriptions which may be overdue.

9.—He shall lay on the table in the Board Room at every meeting of the Board of Directors the Minutes of proceedings of each Committee, the Books and Documents mentioned in the By-Laws and any other books or

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communications relating to the affairs of the Hospital or of the Corporation which he may have received or the Directors may require.

10.—He shall have supervision over and be responsible for the performance of the duties of the Accounting and Collecting Department, the clerical work as needed (excepting the Medical Records) the House Steward's Department, the Power House Department, including the Electric Light and Gas, the Garden and Grounds and all outside help.

11.—He shall receive all requisitions for general supplies when properly countersigned by the Head of the Department, and after affixing his own signature thereto, shall pass such as may be for supplies under contract, or such as may have been previously authorized by the House Committee, to the House Steward to be acted upon; but all requisitions not already authorized by the House Committee must be submitted by him to the House Committee for approval before being acted upon.

12.—He shall collect each month from the House Steward or other official the accounts of the traders rendered for supplies purchased, see that such accounts are properly certified by the officer who received the goods, that the prices charged are in accordance with contracts and that they are otherwise correct in all particulars. He shall prepare all vouchers for such accounts ready for payment and shall submit them to the House Committee at its first meeting in each month. Excepting in cases of emergency (see By-Laws) no account shall be paid until authorized by the Board of Directors.

13.—He shall assist the Honorary Treasurer in the preparation of the Annual Report, submit same to the Board of Directors for approval, and when approved and printed shall forward a copy thereof to the address of each member of the Corporation at the proper time.

(Section 19 V.G.H. Act 1902.) He shall also before the 1st day of February in each year, transmit a copy of the Annual Report to the Lieutenant-Governor for the information of the Legislative Assembly of the Province and to the Mayor of the City of Vancouver for the information of the City Council (Section 21 V.G.H. Act 1902.

14.—He shall keep in a Petty Cash Book an account of his petty expenditure and submit the same with supporting vouchers to the House Committee each month.

15.—He shall be responsible for entering up daily the registers recording the admission and discharge of all patients and be particular to record therein with sufficient care such other information as such registers call for.

16.—He shall receive for safe custody all moneys and valuables brought to the Hospital by the In-patients and shall record the same in a book provided for the purpose. He shall also issue receipts to the patients for the same. He shall bank all moneys received to the credit of a special account in the Bank, to be known as the "V.G.H. Patients' Money Account," and shall refund the amounts so held in trust for the respective patients by cheque signed by himself as "Trustee" after deducting the amount due to the Hospital. The valuables shall be kept in the office vault and handed back to the respective owners when leaving and their receipt taken therefor.

17.—He shall keep a careful watch on the state of repair of all the Hospital buildings and property and shall report to the House Committee as to necessary repairs or alterations, and give attention to the same during the progress of any works which may be authorized.

18.—Upon the receipt of a report of any derangement in the appliances or property, or of the breakage

or want of repair of any of the furniture or equipment, he shall examine and deal with the same as may be required.

19.—He shall record in a book to be kept for the purpose all cases of defects or deficiencies in the buildings, grounds, drainage, water supply, machinery, &c., and of all derangements in the appliances or property as aforesaid, and such book shall show the steps taken to remedy such defect or deficiencies, &c., and the expense incurred; and shall submit the same to the House Committee.

20.—He shall enter in a book to be kept specially for the purpose every new or amended rule with a reference to the Minutes of the meeting of the Board of Directors at which same was passed.

21.—He shall also perform such other duties as may be required of him by the Board.

THE ACCOUNTANT.

1.—The Accountant shall be appointed by the House Committee and shall receive such remuneration as the House Committee from time to time determines and shall devote the whole of his time to the duties of his office.

2.—The Accountant shall act under the instructions of the Managing Secretary, and shall perform all clerical duties required of him. Should pressure of work and other causes render it necessary at any time that he should work before or after the regular hours he shall do so at the request of the Managing Secretary.

3.—The Accountant shall keep the following books and such others as the Managing Secretary under instructions from the House Committee or the Board may direct, namely, General Cash Book, Voucher Journal, Ledger, Register of Admission and Discharge of

Patients, Government Patients' Register, and shall perform the incidental work in connection therewith.

4.—The Accountant shall prepare such statements of account and expenditure as may be required.

5.—The Accountant shall when required by the Managing Secretary act as Collector.

6.—The Accountant shall be provided by the Managing Secretary with an official receipt book and shall give a receipt for every payment made to him.

7.—The Accountant shall hand to the Managing Secretary each day the amount of his collections and the Secretary shall initial the stubs of his receipt book in acknowledgement of the same.

8.—The Accountant shall attend the Honorary Treasurer and report to him once every week the amount of his collections, and receive his instructions generally.

9.—During the absence of the Managing Secretary the Accountant shall act for him.

HOUSE STEWARD.

1.—A House Steward may be appointed by the House Committee, and shall be subject to the supervision of the Managing Secretary.

2.—He shall have general charge of all Stores and Supplies, Fuel, etc.

3.—Except when the House Committee has directed otherwise the House Steward shall make all purchases for the Hospital in accordance with official requisitions which have been approved by the House Committee and countersigned by the Managing Secretary. In cases of emergency, however, requisitions may be acted upon when approved by the Medical Superintendent, or the

Lady Superintendent, and countersigned by the Managing Secretary. All emergency requisitions must be marked "urgent" to secure prompt attention.

4.—All requisitions for supplies shall be filed by him as received, and become his official authority for all such purchases. From such requisitions, orders upon the various tradesmen and contractors on a form prescribed shall be made, and signed by himself and the Managing Secretary, to render them valid. All such orders shall be made in duplicate, one copy remaining with the House Steward with which to check the goods as received.

5.—The House Steward shall examine and take delivery of all goods and supplies purchased by him and shall be responsible to see that they are correct, both as to quantity and quality, and in accordance with the terms of the contract. Invoices will be required with each consignment, upon which he shall note any error or omission. He shall refuse to accept any article which is of inferior quality, and shall notify the Managing Secretary thereof.

6.—So far as may be practicable, all goods shall be placed in the store rooms, and shall be entered in a Stores Ledger, which shall also show daily credit entries for all articles as issued to the various departments for Hospital use.

7.—He shall be present at, and check the issue of all goods and articles of every description from the Stores, and shall not allow any access to the Store rooms by any other person except under his direct supervision. When he is absent, the Store rooms shall be kept locked, and the Keys must be left in charge of the Managing Secretary.

8.—He shall make such returns to the Managing Secretary of the issue of Stores as he may be called

upon to do, and once in every three months, shall take stock of everything on hand for submission to the House Committee.

9.—He shall check the Gas consumption, and furnish a weekly return to the House Committee.

10.—He shall not issue stores of any kind without an official requisition signed by the Head of the Department and countersigned by the Managing Secretary.

11.—He shall have general charge of all the property of the Hospital not appropriated for daily use, and keep a strict record of same.

MISCELLANEOUS SERVICES.

PORTERS.

1.—The House Committee may appoint Porters as required for service in the Hospital.

2.—They shall be subject to the jurisdiction of the Medical Superintendent and report to him, but the Night Porter shall be under the immediate control of the Night Supervisor, whose orders he must strictly obey at all times.

3.—The Day Porter shall be on duty from 7 a.m. till 7 p.m.

4.—He shall not leave his post until relieved by the Night Porter.

5.—He shall take his instructions from the Medical Superintendent, but shall be available for general duty in and about the Hospital.

6.—His post will be in the entrance hall, where his chief duty will be to receive and direct visitors, and keep such record of them as he may be called upon to do.

7.—He shall be responsible for the cleanliness of the various offices, the Board room, the Secretary's office and the waiting rooms.

8.—He shall, each morning, collect from the Wards the records of such patients who have been admitted and discharged the previous day, and convey same to the Managing Secretary to be registered and otherwise dealt with as he may require.

9.—He shall, at least once in each week, visit and ascertain that the apartments occupied by such male employees as reside in the Hospital, are kept clean and tidy, and make report of the result of his visit to the Managing Secretary.

10.—At fixed periods the Managing Secretary will arrange relief, and the Day Porter will assume the Night Porter's duties, and vice versa.

NIGHT PORTER.

1.—The Night Porter shall be on duty from 7 p.m. to 7 a.m., and shall not leave his post until relieved.

2.—He shall be subject to the immediate control of the Night Supervisor, and shall carry out implicitly her instructions.

3.—He shall be stationed in the entrance hall, and shall attend to all telephone calls.

4.—He shall, when called upon to do so, attend to the Elevator Service, and must attain proficiency in operating it, for which purpose he must obtain the necessary instructions from the Engineer.

5.—He shall, at intervals during the night, go the round of the building, and make his report each time to the Night Supervisor before going, and again upon his return. During his absence one of the Nurses shall be detailed to keep a look-out for telephone calls.

NURSING STAFF.

CLASSIFICATION.

1.—The Nursing Staff of the Hospital shall be constituted as follows :

- (a) Lady Superintendent.
- (b) Assistant Superintendent.
- (c) Department Nurses.
- (d) Head Nurses.
- (e) Pupil Nurses.
- (f) Probationers.

2.—Nurses shall be termed Probationers until they pass the prescribed examination and are duly admitted after their first two months of training. They shall be termed Pupil Nurses during their subsequent years of training.

3.—All admissions and promotions shall be made by the House Committee after considering the recommendation of the Lady Superintendent.

4.—Except as hereinafter provided, all salaries shall be graded by the position on the Staff of each Nurse, and not by the number of years of service.

THE TRAINING SCHOOL.

REQUIREMENTS AND GENERAL INFORMATION.

1.—The Training School shall be called the Vancouver General Hospital Training School for Nurses.

2.—The duration of the course of instruction is three years.

3.—The object of the School is to train Women desiring to become Professional Nurses, and to provide skilled nurses for service in the Hospital.

4.—The School shall be under the direct supervision and control of the Lady Superintendent for the time being, whose authority over the pupils shall extend to all that pertains to the details of their instruction and their duties and discipline in the Wards.

5.—Applicants must be between the age of 21 and 35 years, of average height and good physique; they must possess a Grammar School Education or its equivalent, preference being given to those who have taken higher courses.

6.—Those desiring admission must apply in person if possible or write directly to the Lady Superintendent of the Hospital. Printed forms of application will be required in all cases, which must be filled out in applicants own handwriting, and full replies made to all questions asked therein. All applications must be accompanied by a certificate of sound health from a Physician and of good character from a Minister.

7.—Applicants, if admitted, must serve on probation for a period of two months, during which time they shall receive Board and Lodging but no other compensation. At the end of this time they will be required to pass a satisfactory written and oral examination, before being accepted. The names of accepted candidates shall in all cases be reported to the House Committee.

8.—On appointment as Pupil Nurses they must sign an agreement to take the full course of training prescribed for the School, during the period of three years from the commencement of their probationary term, and subject themselves to the Rules of the School and Hospital.

9.—In the event of a Pupil Nurse being unfit or unable through sickness or any other cause, to complete her course of training, as agreed upon, the House Committee may, after considering the recommendation of the Lady Superintendent, release such Pupil Nurse from her engagement

10.—All cases of sickness arising in the School will receive the prompt attention of the Medical Superintendent under the direct care of the Lady Superintendent.

11.—The classes for the training of Pupil Nurses shall be formed on the 1st of October in each year.

12.—During the course of training regular lectures will be delivered by members of the Medical Staff of the Hospital, the Medical or Lady Superintendents or their assistants; and practical bedside instruction by the Head Nurses of the Wards, in the following branches:—

First Year.—Ethics of Nursing.

Medical Nursing.

Surgical Nursing.

Anatomy and Physiology,

Second Year.—Ethics of Nursing.

Surgery and Operating Room Technique.

Gynaecology.

Nursing in Contagious Diseases.

Materia-Medica and Practical Pharmacy.

Third Year.—Obstetria.

Dietetics.

Nursing in Constitutional Diseases.

Care of Children.

13.—During any year, Pupil Nurses will undergo such special training as may be directed by the Lady Superintendent.

14.—Written and oral examinations in the studies of the Junior, Senior, or Head Nurse classes, will be held in the Month of May in each year. The Lecturers and Examiners shall set the papers in the various subjects.

15.—To successfully pass the examinations in any year, candidates must obtain at least 50 per cent. of the maximum number of marks in each subject.

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16.—The Examinations shall be conducted by the Members of the Medical Staff, acting with the Medical and Lady Superintendents of the Hospital. General efficiency and conduct during the whole course of training and the ability displayed in the practical work of the Wards shall be considered.

17.—The result of all examinations shall be declared to the House Committee.

18.—Each Pupil Nurse having satisfactorily passed all examinations shall receive a diploma and certificate of graduation as a qualified Nurse under the seal of the Hospital.

19.—Until the Board otherwise provides, a monthly allowance will be made of \$6.00 to the Junior Pupils, \$8.00 to the Senior and of \$10.00 to the Head Nurses. Board, Lodging and Washing will be furnished without charge.

20.—Accepted applicants should come provided with 2 dresses of washing material, 8 white aprons, 6 linen collars, a good supply of plain underclothing, a napkin ring with the applicant's name on it and a bag for soiled clothes. All garments to be distinctly marked with the owner's name.

21.—After admission as Pupil Nurses they shall wear the standard uniform of the School, which is provided by, and at the expense of, the Hospital.

22.—The hours of duty during the day are from 7 a.m. to 7 p.m. and for night duty 7 p.m. to 7 a.m.

23.—The School is non-sectarian, but each pupil is expected to attend her own place of worship once every Sunday, for which due arrangement will be made by the Lady Superintendent. There will also be a vacation of two weeks allowed in each year, and one afternoon in each week off duty.

THE LADY SUPERINTENDENT.

1.—The Lady Superintendent shall be appointed by the Board of Directors.

2.—She shall be head of the Nursing and Training Staff and shall have jurisdiction over all the female domestic Staff and all employees engaged in the Laundry and Kitchen Departments. She shall be responsible to the House Committee for their discipline and for the domestic management of the Institution.

3.—She shall be subject to the authority of the House Committee as hereinbefore provided, engage and discharge all employees under her jurisdiction and control and shall have power to summarily dismiss or suspend an employee for serious mis-conduct but must report the circumstances fully to the House Committee at its first meeting thereafter.

4.—She shall reside in the Hospital, shall be available for duty at any time while within its precincts and shall not leave the Hospital for any length of time without the knowledge of the Medical Superintendent and after making efficient provision for her duties during her absence.

5.—She shall carry on the work of the Hospital with the Staff of Nurses, domestics and other employees authorised by the House Committee, but she shall be empowered to engage temporarily any extra assistance required to meet sudden or serious emergency, reporting the same to the House Committee at its first meeting. This regulation shall apply as well to the Isolation Buildings.

6.—She shall assign their respective duties to each person under her control and be responsible that all the instructions of the Medical Staff affecting the treatment of the patients, are strictly carried out.

7.—She shall frequently inspect each Ward and its precincts and see that order and cleanliness prevail; that the meals are properly served and the medicines regularly administered; and that no Ward is left without a Nurse in charge.

8.—She shall keep a Journal in which shall be recorded daily any matter outside the general routine and shall submit a report of same to the House Committee at each ordinary meeting. Such report shall include inter alia; A report on the general state of the Nursing Staff, as regards:

1. Ill health.
2. Any changes in the Nursing Staff by resignation, or of any change she may have to recommend by dismissal, or otherwise, stating clearly all the circumstances.
3. Recommendation for promotion.
4. Recommendation for leave of absence for periods of over 24 hours duration.
5. Any special matter which she may deem it her duty to bring under the notice of the House Committee.

9.—She shall be guided by the Regulations relating to the Training School and shall see that they are put in operation and efficiently executed.

10.—She shall keep a Register in which the names of all applicants for appointment as Probationers, or for position on the Nursing Staff shall be recorded as received and shall preserve all certificates and recommendations connected therewith. Such Register shall contain also a complete record of their qualifications and promotions (if any), during their term of service in the Hospital, the date of leaving and any particulars which may be important for future reference.

11.—Upon receipt of a report (in writing), from the Nurse in charge of a Ward, of the derangement of any of the sanitary or domestic appliances, or of the breakage or want of repair of any of the furniture, she shall immediately record it in the Journal, and after initialing it, forward it to the Managing Secretary for attention.

12.—She shall submit for the approval of the House Committee such minor Rules as she may deem necessary for the efficient discipline of all persons under her control.

13.—She shall furnish to the House Committee on the 31st of December of each year, a report on the general condition of all property under her control. She shall also see that regular inventories are taken of the same every six months, in duplicate, a copy of which shall be furnished to the House Committee.

14.—She shall exercise a close scrutiny over the expenditure of her department, so far as it may be within her power to do so, and shall see that there is no waste of provisions or destruction of property under her control.

THE ASSISTANT LADY SUPERINTENDENT.

1.—Shall be appointed by the House Committee.

2.—She shall have her duties assigned to her from time to time by the Lady Superintendent and during the absence of the latter shall act as her deputy.

3.—She shall be responsible that all soiled linen from the Wards is duly sorted and counted and proper lists made of same (in duplicate) before being sent to the Laundry; that such lists are duly verified upon its return and any deficiencies reported to the Lady Superintendent.

4.—She shall see that all articles not properly washed are laid on one side for inspection by the Lady Superintendent.

5.—She shall supervise generally and be responsible for the neatness and correctness of the Nurses' uniforms and shall at once report any irregularity in that respect of any Nurse. The Nurses shall be guided by her as to their indoor attire and "Home" conduct generally.

6.—She must at all times maintain the strictest impartiality in her dealings with the Nursing Staff and must by her conduct set an example of loyalty to the interests of the Hospital generally.

7.—Her hours of duty shall be from 7 a.m. to 7 p.m. When the work of the Hospital will permit she shall be off duty one half day each week and on each Sunday with an allowance for relaxation not to exceed two hours during each day.

8.—She shall in all matters act directly under the authority of the Lady Superintendent and conform to the Rules and Regulations generally.

DEPARTMENT NURSES.

1.—Vacancies in the staff of Department Nurses will ordinarily be filled by promotion from among the qualified Nurses. They will be appointed by the House Committee on the recommendation of the Lady Superintendent.

2.—At the period of appointment they shall not be under 27 years nor over 32 years of age. They will be held responsible by the Lady Superintendent for the Departments under their charge.

3.—They will be held responsible to the Lady Superintendent for the efficient training of Pupil Nurses

in all the practical details of their work and shall report to her thereon as she may require from time to time.

4.—They shall reside in the quarters allotted to them in the Nurses' Home and shall wear such distinguishing dress as the Lady Superintendent may direct, subject to the approval of the House Committee.

5.—They shall devote their time and attention to their duties and shall not leave their departments during the hours of duty except with the permission of the Lady Superintendent.

HEAD NURSES.

1.—They shall have charge of Wards allotted to them by the Lady Superintendent, and must never leave their Wards without placing a nurse in charge.

2.—They are strictly enjoined to preserve order, silence and decorum among the patients, to prohibit improper conduct and conversation and to behave with kindness to all under their care.

3.—They shall see that such patients as may be able to do so take their meals at the regular time and that all patients retire to bed at such hours as may be appointed.

4.—They shall only admit such patients into their respective Wards as have previously been presented with a bed card at the Secretary's Office, bearing the Hospital registration number, *cases of accident or emergency excepted*, which cases shall always be received into the Wards without delay, the Managing Secretary to be notified of the admission as soon afterwards as possible.

5.—The bed card must be attached to the bed of each patient in the Wards. It will be the duty of the Head Nurse in charge to see that this is done and to report to the Secretary at once any omission.

6.—They shall see that patients upon their admission into the Hospital are properly bathed and cleaned and that they are provided with clean linen.

7.—They shall report to the Lady Superintendent if the diets are not properly cooked and shall see that the medicines and stimulants are administered to the patients at the proper intervals and as prescribed, and that all food not consumed is returned to the kitchen after each meal.

8.—They shall superintend all the ward meals and allot the diets.

9.—They shall attend the Medical Staff, the Medical Superintendent, Resident Medical Officers and the Lady Superintendent on their rounds. During the intervals of their visits they shall pay particular attention to the state and symptoms of the patients, especially if these be of an uncommon nature, that they may be able to report them distinctly to the Physician or Surgeon. If any threatening symptoms occur or a nurse be at all in doubt, she shall apply at once to the Medical Superintendent.

10.—They shall be careful before going off duty to instruct the nurse left in charge upon the symptoms of any patient requiring special care and attention.

11.—In the Surgical Wards they are expected always to have in readiness a proper assortment of bandages and other ordinary dressings.

12.—In the event of the death of a patient the nurse shall see that the body is reverently prepared for the Mortuary and shall fill in the patient's card at once and send it to the Medical Superintendent in order that the body may be removed to the Mortuary without delay.

13.—They are at liberty to employ the patients to assist in the work of the Ward if willing and provided always that the consent of the Visiting Physician has been first obtained.

14.—If they have any complaint against a patient they shall report the same to the Lady Superintendent.

15.—They shall be careful that Visitors are admitted to the Wards only on the days and hours appointed unless they have a written permission to the contrary signed by the Medical or Lady Superintendent.

16.—They shall obtain their supplies of ordinary requirements for the Ward under their charge at appointed hours on written requisitions upon the Managing Secretary, certified by the Lady Superintendent. Nothing shall be applied for at irregular hours unless specified as "Urgent."

17.—They shall have for collection by 7 a.m., 10 a.m. and 4 p.m. all empty medicine bottles, etc., which require to be refilled or replaced and on no account shall unused preparations be allowed to accumulate in the Wards.

18.—They shall be most particular in examining patients' clothes after admission to the wards; they shall also be responsible for the clothes of any patient committed to their custody and shall have them, if necessary, disinfected and afterwards entered in a book kept for that purpose, labelled, securely fastened and sent to the appointed place to be kept until wanted. All money and valuables must at once be taken to the Managing Secretary's office to be recorded in the Register and his receipt taken for same.

19.—They must give the Lady Superintendent the earliest possible information of any matter of importance affecting the welfare of patients under their care.

20.—They shall have their respective Wards and precincts arranged and in order and all preparations made for the visits of the Medical Officers not later than 10 a.m.

21.—They shall have immediate control of the Pupil Nurses, Orderlies and Maid Servants in their respective Wards and report any neglect of duty to the Lady Superintendent.

22.—They shall personally assist in the nursing of all patients seriously ill, besides supervising the nursing of all other patients in their respective Wards.

23.—Their hours of duty shall be from 7 a.m. to 7 p.m. with an allowance of one hour each day; one half day each week and one half of each Sunday when work permits; provided always that, should emergency require it they shall be available for duty at any time.

NURSING STAFF.

GENERAL RULES.

1.—The members of the Nursing Staff shall be under the control and management of the Lady Superintendent, who shall have power to dismiss or suspend them for inefficiency or misconduct, whether on or off duty. On duty, they shall be under the more immediate control of the nurse in charge of their Ward.

2.—They shall confine their attention to the duties of their office, and shall perform such duties as the Lady Superintendent may require, and generally submit to the Rules and Regulations of the Institution; they shall give their whole time and attention to the duties of their respective offices, and shall not absent themselves without the permission of the Lady Superintendent.

3.—They shall occupy the quarters allotted to them in the Nurses Home, and be governed by the regulations which may be issued by the Lady Superintendent from time to time relating thereto.

4.—They shall behave with kindness to the patients under their care, and pay attention to their state and

symptoms, especially if of an uncommon character, that they may be able to report intelligently to the Visiting Physician. If any threatening symptom should manifest itself, the nurse must give immediate notice to the nurse in charge, that further aid may be obtained.

5.—They shall immediately report to the nurse in charge all breakages and damages to Hospital property, also any incivility or rudeness of patients. Nurses will be held personally responsible for all breakages and damages resulting from their own carelessness.

6.—Under the directions of the nurse in charge or of the Medical Officers, the nurses shall attend to the application, administration, etc., of all remedies prescribed, and they are particularly enjoined, if they are at all doubtful with respect to their instructions, to apply at once to the nurse in charge for advice.

7.—They shall on no account receive any fee or present in any form whatever from patients or their friends.

8.—No member of the Nursing Staff (excepting Pupil Nurses as hereinafter provided) shall have claim for promotion at any fixed period of service, but the Lady Superintendent shall recommend for promotion as vacancies arise, those who, in her opinion, merit advancement by reason of their efficiency.

9.—They are forbidden to carry messages or complaints to persons outside the Hospital. A book is kept in the Lady Superintendent's office in which all complaints should be written, signed by the complainant. This book shall be laid by the Lady Superintendent before the House Committee at each meeting.

10.—They must not disclose any information whatever about patients, whether in regard to their private affairs or treatment. Any departure from this rule will be summarily dealt with.

11.—They shall not seek advice for ailments of any kind without consulting the Lady Superintendent. No prescription shall be made up for their own use without the written authority of the Lady Superintendent or the Medical Superintendent.

12.—They shall wear, when on duty, such distinguishing dress as the Lady Superintendent may from time to time direct, subject to the approval of the House Committee.

13.—They shall exercise the strictest economy at all times and in all things pertaining to their office, compatible with efficiency.

14.—They shall be responsible to see that all medicines, applications or instruments for the use of their Ward are kept in their appointed places.

15.—Gossiping at all times whilst on duty is strictly forbidden.

16.—The hours of duty shall be :—Day Nurses, 7 a.m. to 7 p.m. ; Night Nurses, 7 p.m. to 7 a.m.

17.—One hour each day, one afternoon each week and one half of each Sunday shall be allowed off duty when the requirements of the Hospital will permit, but all such hours of relief shall be arranged by the Lady Superintendent.

CHIEF COOK AND KITCHEN STAFF.

1.—The Chief Cook shall have charge of the kitchen, sculleries, pantries and men's dining room, and will be responsible to the Housekeeper for the cleanliness and tidiness thereof, as well as in all other matters pertaining to the Kitchen Department.

2.—He (or she) shall, subject to the authority of the Housekeeper, have direct control over the General Kitchen Staff.

3.—He (or she) shall endeavor in every way possible to maintain economy and prevent waste. All damages and breakages resulting from carelessness on the part of any member of the Kitchen Staff will be charged to the party at fault.

4.—The General Kitchen Staff shall take their instructions in all matters appertaining to work in and about the Kitchen Department from the Chief Cook.

5.—The Chief Cook shall obtain all requirements for equipment or ordinary supplies for kitchen work (excepting food supplies) by written requisitions on the first day of each month, and shall submit the same through the Housekeeper to the Lady Superintendent for approval, and afterwards to be forwarded by her to the Managing Secretary. No purchase of supplies made in any other way will be recognised.

6.—The Chief Cook and the General Kitchen Staff shall in all other matters be governed by the General Regulations.

LAUNDRY.

1.—The Head Laundryman shall have charge of the Laundry and all the machinery contained therein, and will be immediately responsible to the Lady Superintendent for the cleanliness and order thereof, as well as in all other matters pertaining to the Laundry Department.

2.—He shall, subject to the authority of the Lady Superintendent, engage and have direct control over the General Laundry Staff.

3.—He shall endeavor in every way possible to maintain economy and prevent waste.

4.—The General Staff of the Laundry shall take their instructions in all matters pertaining to the work in and about the Laundry Department from the Head Laundryman.

5.—He shall be responsible to see that a proper list of articles accompanies each bundle or bag of linen or wearing apparel sent into the Laundry; that the same is verified when the parcel is opened, and initialled by the employee entrusted with the duty. All such lists must be kept in rotation on a proper file, and returned to the Hospital with the articles after they have been washed and prepared.

6.—Should there be any articles short of the quantity entered upon the lists, such shortages must be noted thereupon and reported promptly to the Lady Superintendent.

7.—The Head Laundryman shall be held responsible for all shortages, also for all damage resulting from carelessness in the Laundry, and it will be his duty to lay aside for inspection any articles received into the Laundry in a damaged condition, and report same to the Lady Superintendent.

8.—Repairs or other work required upon the machinery in the Laundry must be reported to the Lady Superintendent, who will cause requisition to be made upon the Managing Secretary.

9.—The Head Laundryman shall obtain all requirements for equipment or ordinary supplies for the Laundry by written requisitions on the first day of each month, and submit same to the Lady Superintendent for approval, to be afterwards forwarded by her to the Managing Secretary.

10.—In all other matters the Head Laundryman and the General Laundry Staff shall be governed by the General Rules and Regulations.

THE ORDERLIES.

1.—The orderlies shall be engaged by the Lady Superintendent, and be subject to her authority, but shall be under the immediate supervision of the nurses in charge of the wards.

2.—They shall give all baths to male patients and otherwise attend upon their comfort and cleanliness immediately after admission.

3.—In all other respects they shall be governed by the General Regulations.

THE HOUSEKEEPER.

1.—The Housekeeper shall be appointed by the House Committee, and be subject to the authority of the Lady Superintendent in all matters pertaining to her office.

2.—She shall have full charge of the dietary and of the domestic arrangements of the Hospital.

3.—She shall be responsible for the cleanliness of the Nurses' Home, the Kitchen Department, corridors, stairways and basement; also the apartments of the Resident Medical Officers.

4.—She shall have immediate jurisdiction over the Kitchen Staff.

5.—She shall make requisitions on the Managing Secretary for all supplies required in her department, including food supplies for the patients, and submit same to the Lady Superintendent for approval.

6.—For staple articles in daily use, most of which may be considered as under contract, requisitions should be made, as far as practicable, on the first day of every month, limiting the quantity to a full month's supply. Emergency supplies, including perishables, may be requisitioned for as required.

7.—She shall give special attention to maintaining economy in the use of supplies in all departments under her jurisdiction, and report to the Lady Superintendent any defect in quality or quantity of any article supplied.

8.—She shall have charge of the linen for domestic use, and of the nurses' diet kitchen.

9.—The hours of duty shall be from 7 a.m. to 7 p.m., with one half day off each week and one half of each Sunday.

10.—In all other respects she shall be governed by the General Regulations.

THE NIGHT SUPERVISOR.

1.—The Night Supervisor shall be appointed by the House Committee and shall be subject to the authority of the Lady Superintendent.

2.—She shall be a fully qualified nurse, and have general supervision over the entire establishment during her hours of duty.

3.—She shall visit each Ward at intervals during the night, and shall satisfy herself that the night nurses are conscientiously performing their duties.

4.—She shall not allow any night nurse to be absent from her post without permission.

5.—She must at once be notified of any serious change in a patient's condition, and it shall rest with

her to determine as to the necessity for calling up the Medical Superintendent or Resident Medical Officer.

6.—She shall attend to all ambulance calls and emergencies, and make provision for them as may be required.

7.—She shall report to the Lady Superintendent in writing each morning the state of the nursing during the previous night, particulars as to the seriously ill patients; any death which may have occurred, the admission of any new patients and generally any unusual circumstance which may have happened.

8.—Her hours of duty shall be from 9 p.m. to 6 a.m., with an allowance for relaxation.

9.—In all other respects she shall conform to the Rules and Regulations generally.

