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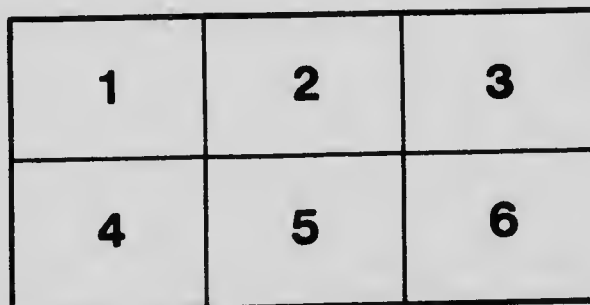
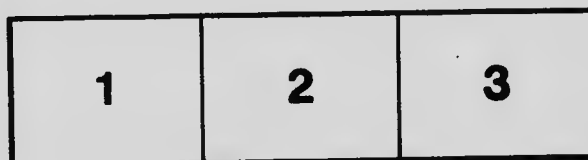
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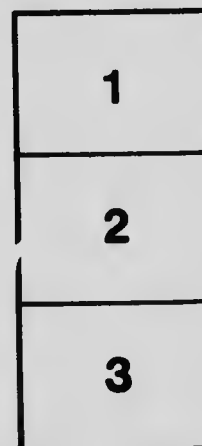
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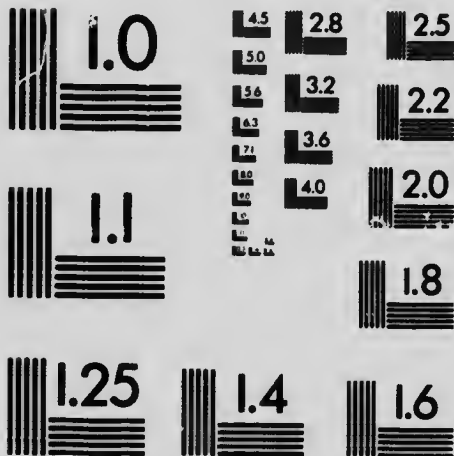
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# Jeffery Hale's Hospital.

## AT QUEBEC

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**BY-LAWS,  
RULES, AND REGULATIONS,  
OF  
Jeffery Hale's Hospital,  
AT QUEBEC**

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**QUEBEC  
CHRONICLE PRINTING CO.  
1903**

EXTRACT OF THE WILL OF THE LATE JEFFERY  
HALE, ESQUIRE.

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"I hereby give, devise and bequeath my property known as the Lecture Hall, in St. Anne Street, together with my Middlesex, London and Hamilton debentures, unto the said Christian Wurtele, in trust, and upon condition that he shall realize and dispose of the same to the best advantage, and apply the proceeds thereof to the establishment, at Quebec, of a Protestant Hospital, for the relief and cure of all sick and infirm persons professing the Protestant religion, without regard to sect or denomination; the same to be for ever under Protestant control, and to be organized under the said Christian Wurtele, assisted by the said Reverend David Marsh and Dr. John Racey, or of a majority of them, and subject to such regulations as they shall deem most fit and proper. To have and to hold the same unto the said Christian Wurtele, his heirs and assigns, for ever, in trust, for the uses, ends and purposes herein above set forth. It is my desire, in order to secure the permanency of the objects I have contemplated, that the said Christian Wurtele, assisted as above, should consider the propriety of applying for an Act of Incorporation for each of the said Sabbath School and Protestant Hospital, with such provisions as he shall deem necessary to secure the establishment of both upon a sound Protestant basis, free from all sectarian or denominational bias, and in a manner consistent with my own private views, with which he is well acquainted."



**BY-LAWS,  
RULES, AND REGULATIONS,  
OF  
Jeffery Hale's Hospital**

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BY-LAWS, Rules and Regulations, for the government of the Officers, Patients and Servants of the "Jeffery Hale's Hospital," at Quebec, made, established and ordained by the President and Governors thereof on the eighth day of April, in the year of our Lord one thousand eight hundred and sixty-seven.

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**CHAPTER I.**

**OF THE GOVERNORS.**

1. The Annual General Meeting of the Corporation shall be held on the second Monday of January, when the Report, with Treasurer's accounts, for the preceding year, shall be submitted; and the President, Treasurer and Secretary shall be elected for the ensuing year.

2. A Quarterly Meeting of the Governors shall be held in the Committee Room of the Hospital, or other convenient place, on the second Monday of the months of January, April, July and October, in each and every year, at four o'clock, p.m.

3. Three or more Governors, convened according to the By-laws of the Corporation, of whom the President must be one, shall be competent to transact all business relative to the said Corporation, in as far as they are authorized by the Charter.

4. The Governors may, from time to time, in the manner prescribed by the Charter, fill up vacancies that may occur amongst themselves, ten days' notice at least, in writing, of the election being given to all the Governors ; the new Governors having been first proposed and recommended for election at a quarterly meeting.

## CHAPTER II.

### OF THE COMMITTEE OF MANAGEMENT.

1. The President, Treasurer and Secretary shall be a Committee of Management, and shall meet at the Hospital at least once a month, and shall have power, and it will be their duty, to inquire strictly into the domestic economy of the house ; to order all things necessary for the same ; to inquire into the conduct of the Officers, Matrons and Servants of the Hospital, and report thereon ; to order all repairs ; to oversee and control everything connected with the management of the Hospital ; to inspect and approve all accounts, and order payment of the same.

2. They shall have the general charge and care of the property of the Corporation, and shall enforce all

necessary attention to economy, cleanliness and good conduct.

3. They shall, at each monthly meeting of the Governors, report the state of the Hospital, and the state and the number of patients admitted and discharged during the preceding month.

4. They shall lay before the Governors, at every meeting, the book containing the minutes of their proceedings.

### CHAPTER III.

#### OF THE TREASURER.

1. The Treasurer shall give security, if required by the Governors, for the due accounting for and payment of the money which he shall from time to time receive for the use of the Hospital.

2. He shall have the custody of all bonds, title-deeds, documents, and other papers relating to the property of the Corporation.

3. He shall also receive all moneys belonging to the Corporation, and pay out the whole, or any part thereof, on receipt of a written order from the Committee of Management, but not otherwise.

4. He shall deliver to the Secretary, three days at least previous to the General Annual Meeting, in each and every year, a full statement of all his accounts, with the vouchers, for the preceding year, to be laid before the said meeting.

## CHAPTER IV.

## OF THE SECRETARY.

1. The Secretary shall attend at all meetings of the Governors, take minutes of the proceedings of each meeting, and transcribe the same in a book.
2. He shall, at each meeting of the Governors, read the proceedings of the last meeting.
3. Through him all communications, of whatsoever nature, shall be made to the Governors, and by him from the said Governors to the public, or any department of the Hospital.
4. He shall, immediately after the election of the Governors or other officers of the Hospital, give notice thereof, in writing, to the different persons elected.
5. He shall furnish to the Governors, at their Annual Meeting, a report of their proceedings during the past year.
6. One day previous to each and every meeting of the Governors, it shall be his duty to send notice of the time and place of such meeting to each Governor; and on being requested by the President, or two or more Governors, he shall call meetings for special business.

## CHAPTER V.

## OF THE LADY SUPERINTENDENT.

1. The Lady Superintendent shall purchase, under the direction of the Committee of Management, provi-

sions, and all other stores for the use of the Hospital, except medicines and medical stores, and shall be accountable for the same.

2. She shall keep pass-books, into which shall be entered all articles purchased from those tradesmen with whom the Committee of Management may open accounts ; and for all other articles she shall obtain bills of parcels ; all of which she shall lay before the Committee of Management at each of their meetings.

3. She shall present to the Committee of Management, every three months, or oftener, if required, a statement of her accounts, and shall show her books when required.

4. She shall keep, in a book for the purpose, an account of the servants' time and wages.

5. It shall be her duty to take care that every part of the premises, without the Hospital, be kept in proper order.

6. She shall lay her books of accounts on the table in the Committee-Room at all meetings if (required) of the Governors.

7. When any patient shall wish it, the Lady Superintendent shall send immediately for such Protestant Minister as the patient may desire.

8. The Lady Superintendent shall have the control of all matters appertaining to the instruction of Nurses and to the professional administration of the Training School.

9. She shall have the arrangement, supervision and direction of the duties and discipline of the Nurses of the Hospital.

10. She shall have charge of the Nursing Department of the Hospital.

11. In cases of insubordination or misconduct on the part of a Nurse, she shall have the power to temporarily suspend the Nurse from duty ; and shall refer the case to the Committee of Management for final decision.

12. She shall engage the servants of the Hospital, who shall be under her supervision.

13. The Lady Superintendent shall discharge the duties of her office subject to the general authority of the Committee of Management and of the Medical Board.

## CHAPTER VI.

### OF THE RESIDENT MEDICAL OFFICER.

1. No person shall be eligible as Resident Medical Officer unless he be a Graduate or Licentiate in Medicine of some University or College in the British Dominions : and further, unless he submits to the Committee of Management satisfactory testimonials of his moral character.

2. The appointment shall be for one year, subject to reappointment.

3. The duties of the Resident Medical Officer shall be assigned to him by the Medical Board, all of whose instructions and directions in regard to the observation, care and treatment of the sick he must promptly and carefully obey. He shall accompany the Physicians and Surgeons in their daily visits, make the necessary records of the condition, treatment and diet of the patients, and see that their directions are complied with.

4. He shall begin his regular morning visit to the

wards of the Hospital in sufficient time to be able to report to the Physicians and Surgeons and Specialists the condition of each one of the patients under their care.

A regular evening visit shall also be made between the hours of 7 and 10 o'clock.

5. It shall be the duty of the Resident Medical Officer to report every instance in which any patient fails to receive proper attention, and of neglect of duty in any respect on the part of any nurse or her assistants.

Complaints concerning faults of a minor character committed by assistant nurses may be made to the Head Nurse of the Ward ; but all complaints of any importance shall be made to the Attending Physician or Surgeon, through the Lady Superintendent.

6. He shall at once notify the Physician or Surgeon in charge if any patient is in a serious condition, or when there is any doubt in regard to the condition or symptoms of any patient. He shall also give such orders as may be necessary for care of patient for the time being, and notify the friends.

7. He shall be responsible for the proper allotment and distribution of the diet and medicines prescribed by the medical staff.

8. He shall have special charge of the Medical and Surgical Instruments, and of all apparatus in the Hospital appertaining to the professional administration thereof, and shall be responsible for the safety and proper care of the same.

9. He shall keep an inventory of the instruments and various apparatus, and, on retiring from the office, he shall, in the presence of his successor, and with his assistance, check over all the instruments and appa-

tus with the inventory ; and a written report of the results of such investigation, signed by the two officers, (the outgoing and the incoming) shall be transmitted respectively to the Committee of Management and to the Medical Board.

10. In cases of emergency, in the absence of the visiting Physicians or Surgeons, the Resident Officer shall, except in cases requiring capital operations, act for them in regard to treatment, and shall, if the case require it, immediately summon the Physician or Surgeon in attendance or, if he cannot be found, some other of the Physicians or Surgeons, according to the nature of the case.

11. He shall have, subject to the By-laws relating thereto, the power of admitting patients, and shall be responsible for such admissions. He shall assign each patient to the proper ward and bed, and affix a card, having the name, age, sex, religion and disease of the patient, to the head of the bed. He shall have the power to remove a patient from one bed to another or from one ward to another when he deems it necessary ; and, with the concurrence of the attending Physician, to discharge patients, if discipline requires it; reporting such cases to the Committee of Management and to the Medical Board.

12. The Resident Medical Officer shall also compound, make up and dispense all the medicines required for the institution, and keep replenished the stores in dispensary.

13. He shall also keep all accounts relative to the patients.

14. In all cases of capital operation, the Resident



Medical Officer shall notify all the members of the attending staff, naming the operation, and hour and day at which it is to be performed.

15. The Resident Medical Officer shall not be permitted to perform any surgical operation in any case, except by the express direction of Surgeon attending.

16. He shall not in any case practise outside the Hospital, nor shall he receive or accept, directly or indirectly, any fee or reward from, or in respect of any applicant for relief or inmate of the Hospital. Should the Resident Medical Officer be called upon to give an æsthetic to a patient in private wards, he will be entitled to a fee.

## CHAPTER VII.

### OF THE MEDICAL BOARD.

1. The Medical Board shall consist of the Consulting Staff and the Attending Staff and Specialists.

2. The Consulting Staff shall consist of the three retired members of Attending Staff.

3. The Attending Staff shall be fixed at three, two of whom shall always be on duty.

4. The Attending Staff shall be elected annually.

5. No person shall be eligible to the office of Physician or Surgeon or of Specialist who is not a Graduate in Medicine of a University or College in the British Dominions, of at least three years' standing, and who is, moreover, not licensed to practise in this Province.

6. The Attending Staff shall arrange for the attendance of at least one member of the Staff daily, at 10 A.M., to visit wards and attend out-door department.

7. If the member of Attending Staff on duty shall be prevented from attending for a day or more, he shall make arrangements with one other of Staff to perform his duty.

8. The Attending Staff shall not admit any insane person to Hospital, nor shall they admit any incurable patient except with sanction of the whole Staff, and then for limited period. If the majority of the Staff are of opinion that a patient is incurable, such patient must be removed from the Hospital.

9. No operations shall be performed on inmates of public wards (except in cases where delay might be dangerous) without giving notice of them to all the Staff, which shall be duty of House Surgeon.

10. In all Surgical cases requiring operation (except in emergencies where delay might be dangerous), and in Medical cases where desired, a consultation of two or more members of Staff shall be summoned.

11. The members of Medical Board shall not accept, directly or indirectly, any fee or remuneration from any inmate of Hospital except from Private or Semi-private patients.

## CHAPTER VIII.

### OF THE NURSES.

1. When a patient is admitted into the Hospital, the Nurse of the ward to which such patient may be ordered shall immediately wash his or her face and hands, neck and arms, feet and legs, with tepid water ; she shall give him or her (if he or she have none) an Hospital-shirt and nightcap, and shall deliver without delay his or her clothes, after an inventory of them

has been taken, to the person ordered by the Lady Superintendent to receive them.

2. The Nurse shall, at the next visit, state to the attending Physician or Surgeon such circumstance or circumstances as may tend to throw light on the case, and shall be ready to do the same, if required, at each succeeding visit.

3. In the event of any patient being seized with violent or alarming symptoms, she shall give immediate notice thereof to the House Surgeon or Lady Superintendent.

4. They shall receive no medicines sent to the wards unless labelled and directed.

5. When a death occurs, the Nurse of the ward shall immediately give notice to the House Surgeon.

6. The Nurses shall be diligent in complying with the orders of the Medical Officers and Lady Superintendent, and they shall behave with tenderness to the patients.

7. They shall never, on any account, allow anything to be brought into the wards, or given to the patients, except that which is ordered.

8. They shall give immediate notice to the House Surgeon, or, in his absence, to the Lady Superintendent, when any patient or patients shall have violated any of the By-laws of the Hospital.

9. Nurses are to insist on the delivery to them, by public patients whom they receive, of all moneys, jewellery and other valuables which they may find in their clothing; of these a list is to be made on the envelope in which such valuables are enclosed, said

list to be verified and signed by the patient and by the nurse; the latter is to give it in charge to the House Surgeon and to obtain from him a receipt.

Likewise, the nurses are to search the clothing of patients and take from *the Patients' Clothing Keeper* a receipt for the wearing apparel; said receipt also to be signed by the patient. When the patient's discharge is signed by the Resident Officer in charge of the ward, the wearing apparel is to be produced by the Clothing Keeper, to whom the nurse must give a receipt for the same.

## CHAPTER IX.

### ADMISSION OF PATIENTS.

1. Every Governor and Member of Medical Board of the Hospital may recommend patients to be admitted into the Hospital; but it shall be the exclusive prerogative of the Resident Physician or Physician on duty to judge if the person recommended be laboring under such disease as is admissible into the Hospital according to the By-laws of the Corporation.

2. No person shall be admitted into the Hospital whose case shall be considered incurable or who is insane, or whose case does not require the particular benefit of an indoor treatment.

3. No woman in advanced pregnancy shall be admitted to the public wards unless she is the subject of a serious accident or some disease dangerous to her life, and requiring immediate care and treatment.

4. On the admission of patients the Resident Physician shall make inquiry as to their means, and such patients as are unable to pay for their maintenance shall be received as "ordinary patients."

5. Any patients desirous of admission and possess-

ing the means, shall be required to pay \$3.50 per week. Semi-private beds will be charged for at the rate of \$1.00 per day. Private wards at \$2.00 per day, medicines and dressings extra. One week's pay will be charged in advance in every case.

6. The Resident Physician shall obtain from every patient admitted, his or her name, sex, age, religion, birth-place, residence and disease, and shall have them properly entered upon card and affixed to the head of the bed in which patient is placed.

7. Patients in public wards on their admission are to deliver to the nurse, all moneys, jewellery or other valuables which they may have for safe-keeping. Of these a list is to be made on the envelope in which said valuables are enclosed, said list to be verified and signed by the patient and by the nurse; the latter is to give it in charge to the House Surgeon.

## CERTIFICATE FOR THE ADMISSION OF PATIENTS.

QUEBEC,                      day of                      190 .

SIR,

I recommend  
a resident of Quebec, to be admitted into JEFFERY  
HALE'S HOSPITAL, if                      be thought a fit  
object for admission; and, if requested, will remove  
from the Hospital.

## CHAPTER X.

### OF THE PATIENTS.

1. No patient shall smoke in the house or on the galleries, make use of obscene or profane language,

nor leave the ward in which he or she shall have been placed, without permission from the Attending Physician or House Surgeon, or unless required by him to give assistance.

2. They shall conduct themselves with due respect to the Lady Superintendent, Nurses and Servants of the Hospital.

3. No male patient, under any pretence whatever, shall enter the apartments or wards for females, unless required by the House Surgeon to give assistance, nor shall a female enter the apartments or wards for males.

4. No patients shall allow their friends to bring to them, nor shall they use, anything whatsoever except the diet prescribed, without permission from the Attending Physician or House Surgeon.

## CHAPTER XI.

### OF THE PENALTY OF RECEIVING ANY FEE OR REWARD.

1. No Governor, Officer, or other person connected with Jeffery Hale's Hospital, shall at any time presume, under any pretence whatever, on pain of expulsion, to give to or take from any tradesman, patient, servant, or any other person or persons, any reward or gratuity, of whatever kind, directly or indirectly, for any services done or to be done, or proposed to be done, on account of or relative to the said Hospital, except in the case of Physicians to the Institution, who, for the accommodation of their private patients, may bring them into the pay-ward of the Hospital when it does not interfere with the objects of the Institution.

## CHAPTER XII.

OF ALTERING, REPEALING, AND MAKING  
REGULATIONS AND STATUTES.

No additional By-law, Regulation or Statute shall hereafter be made, nor shall any of those already existing be in any way altered or repealed, except a special motion for such alteration, repeal, &c., be made and received at one of the quarterly meetings of the Governors, and passed at the next quarterly meeting.

