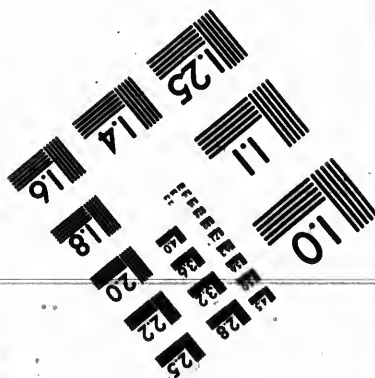
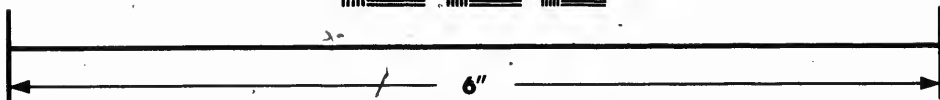
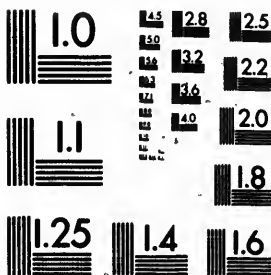


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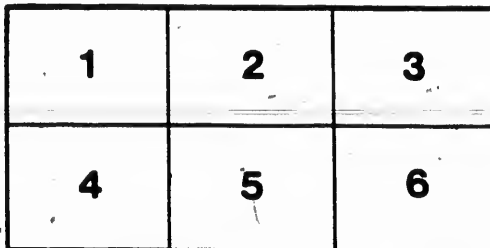
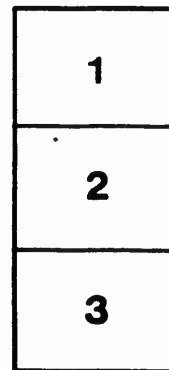
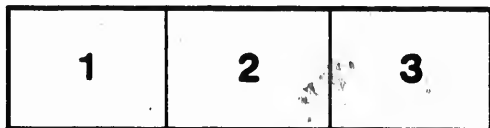
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RULES AND REGULATIONS

OF THE

MARINE AND EMIGRANT HOSPITAL

OF

QUEBEC;

ADOPTED JANUARY, 1854.

Printed by order of the Trustees.

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RULES AND REGULATIONS.

CHAPTER I.

OF THE TRUSTEES.

1st. The Trustees shall hold hebdomadary meetings at the Hospital; sickness alone to be considered a valid excuse for absence.

2nd. They shall so arrange, between themselves that the Hospital shall be visited by one of them three times a week in summer, and twice a week in winter; and the Trustee so visiting shall make a note of his visit in a book to be kept in the Trustees' room, for that purpose.

3rd. They shall report quarterly, through their Secretary, to the Provincial Secretary, on the state, progress or wants of the Institution.

4th. The Trustees shall not entertain any serious charge affecting any of the Officers of the Institution, unless such charge be made in writing, and duly submitted to the Trust through its Secretary, and they shall adopt the same rule themselves when addressing the Medical Staff, House Surgeon or Apothecary, on any point connected with the conduct or duty of their respective offices.

5th. They shall appoint the House Surgeon and Apothecary by and with the consent of the Visiting Physicians, who shall submit the candidates for these offices to examination by *concours* or otherwise.

6th. They shall appoint the Steward, Matron, Orderlies, and Male and Female Servants.

7th. No money shall be drawn without the cheques being signed by the Chairman (or in his absence by one of the Trustees) as well as by the Secretary.

CHAPTER II.

OF THE SECRETARY-TREASURER.

1st. The Secretary shall visit the Hospital at least twice a week, at such hours as he may deem fit; occasionally selecting those at which the different meals take place, so that on such occasions he may satisfy himself that the diet is good, measured out according to the Hospital scale, properly cooked and decently served. At these visits he shall also enquire and examine into the condition of the several wards, their state of cleanliness, ventilation, and the conduct of the Officers. He shall enter these visits in the book kept for that purpose, and report to the Board, at their weekly meeting, anything he may see amiss. He shall also occasionally visit the dead house and out-buildings of the Institution.

2nd. He shall act as Secretary to the Trustees, keep a minute of their proceedings, conduct the correspondence of the Board, give notice of extraordinary meetings; and in case of any emergency, shall summon a meeting of the Board.

3rd. He shall prepare a Quarterly Report of the Hospital to be laid before the Trustees, which is to include the morbidity and mortality of the Hospital, its state of discipline, its requirements, its expenses, (in detail,) and the actual state of its funds. He shall examine and check the Steward's accounts, and shall occasionally also examine and compare the diet rolls taken from the different wards, with those of the Steward. He shall countersign the cheques of the Chairman, and produce at each quarterly meeting, vouchers for the disbursements he may have made on account of the Hospital. All requisitions from the Medical Staff are to be addressed to him and by

him laid before the Trustees. He is not on any account to undertake the duties of any of the Medical Officers of the Institution, or to interfere in the least, either actively or otherwise, with the medical management of the patients, nor is he to express, either in their presence or in that of the officers or servants of the establishment, any opinion concerning the nature or treatment of the diseases, unless requested so to do by one of the Medical Officers; but should he observe anything which, in his opinion as a medical man, would require correction or interference, he is to make known the same to the Chairman of the Trustees at his earliest convenience.

CHAPTER III.

OF THE VISITING PHYSICIANS.

1st. The Visiting Physicians shall visit the Hospital daily, between the hours of 8 and 10 o'clock in the morning, and at each visit shall enter their names and the hour of their arrival at the Hospital in a book to be kept for that purpose, to be called *Physicians' visiting Book*, and in case of absence or irregularity shall state the cause of the same; they shall regulate the whole treatment of patients, and shall be the sole judges of the eligibility for admission and discharge of cases provided for by law; they shall ascertain that the medicines prescribed are of good quality, properly made up, and plainly directed; they shall sign all requisitions for drugs and medical stores; they shall be held responsible that all *Post Mortem* examinations are made in the presence of one or other of them, or of the House Surgeon with their concurrence, and that no *Post Mortem* examination be held when repugnant to the wishes of the friends of the deceased.

2nd. They shall take care that the description of the appearances after death be recorded in the medical register of cases, as a conclusion to the individual case.

3rd. They shall appoint any of the pupils duly qualified, to act as dressers, to take charge of a ward, or of a certain number of patients, and to perform for them the minor operations of bleeding, cupping, &c.

4th. In case of misconduct on the part of the House Surgeon, Apothecary, Steward or Matron, they shall investigate the same, have authority to suspend them from their respective functions, till the case shall have been reported to the Trustees. In case of any misconduct on the part of any of the Nurses, Orderlies or Servants, they shall have authority to discharge the same, if they deem fit.

5th. They shall verify and sign the weekly abstracts on the *Diet Rolls* of their respective wards.

6th. No Visiting Physician shall absent himself from town while on duty without procuring a substitute from among his colleagues; and in the event of such absence being for more than 48 hours the sanction of the Trustees will be required.

7th. There shall be one day in the week set apart as the *consultation day*, and the whole Staff, if possible, should be present on these occasions. On this day, and in all cases of emergency, every important case, whether surgical or medical, shall be submitted by the Visiting Physician in charge for the opinion of his colleagues and the line of treatment decided by the majority shall be binding upon such Visiting Physician. In the event, however, of the decision being in favor of the performance of an operation, the Surgeon under whose care the patient may be placed may refuse to operate, if he be still opposed to the

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operation; but in that case the patient shall be allowed to place himself under the care of one of the Surgeons favorable to the operation, provided he should so request.

CHAPTER IV.

OF THE HOUSE SURGEON.

1st. It shall be the duty of the House Surgeon to receive such patients as are provided for by law, or recommended by one Trustee, to attend to them and perform such duties as the nature of their cases may require, until the visit of the prescribing Physician. In the event of a patient being admitted after the morning visit, he shall prescribe his diet for that day, entering the same on the diet roll as extras.

2nd. He shall fill up and affix in its proper place the Card with the Name, Age, Country, Religion, &c., of the patient, and if a mariner, the name of the vessel. He shall, also, without delay, enter the patient's name in the Register kept for that purpose, leaving blank the column for the name of the Disease, which he must obtain as soon as possible from the Visiting Physicians.

3rd. In all cases of emergency, he shall, without delay apprise, in writing, the Visiting Physician under whose charge the patient falls.

4th. In cases where he is informed that the Visiting Physicians cannot attend at the regular stated hours, he shall perform the necessary duties, and cause to be inserted in the *Journal*, all such prescriptions and alterations in diet as he may think proper to adopt during such absence.

5th. It shall be his duty to accompany the Visiting

Physicians through the wards at each visit; *Besides which he shall visit the wards twice at least during the day, once at dinner hour or soon afterwards, and once late in the evening.*

6th. He shall be responsible for the prescriptions of the Visiting Physicians being carefully made up immediately after the visits, and he shall satisfy himself that they are scrupulously administered and carried into effect.

7th: Should any symptom arise in a patient necessitating, in his opinion, a change in the prescription or treatment, it shall be his duty to send for the Visiting Physician, or to change such treatment or prescription, and write the same in the *Prescription Book*, for the information of the Visiting Physician at the ensuing visit.

8th. He shall have charge of all the surgical instruments belonging to the Hospital, causing them to be stamped with the letters "M. & E. H." where practicable, and shall be responsible for the same. He shall further have charge of the medical stores and see that they are kept in good order and used with the most rigid economy.

9th. He shall take care to have an adequate supply of all medicines in ordinary use and shall not fail to have the stock prescriptions always made up according to the London Dispensatory or the Hospital Formulary.

10th. He shall submit to the Visiting Physicians for their signature the *Druggist's Pass Book*, with the list of the medicines required and their quantities before being purchased; the *Pass Book* to be returned to him with the prices of the several articles entered.

11th. He shall see that the directions of the medicines ordered and the number of the bed of the pa-

tient for whom they are ordered, are plainly written and labelled and that the nurses have clear instructions, to guide them, as to the quantities to be given or used, and the time the same are to be administered.

12th. It shall be his duty to assist and instruct the House Pupil in the performance of his several duties, and to see that the whole be performed with care and strict economy.

13th. He shall satisfy himself of the quality of the bread, meat, &c. sent by the contractors, and shall frequently assure himself that the food is properly cooked.

14th. He shall compare the Steward's weekly diet roll with those of the Visiting Physician and sign the same if he find it correct.

15th. He shall enter in detail, in the *Case Book*, all cases of an interesting or extraordinary nature, giving as complete a history of the disease from its commencement as can be obtained, with the treatment in Hospital and the result; in every instance making the record as complete as possible.

16th. He shall report weekly to the Trustees, in the usual form, the number of admissions, discharges and deaths, classifying the latter. He shall also make out monthly and yearly reports, the latter on each 31st of December, and as much in detail as practicable, and obtain the signature of the Visiting Physicians to the latter.

17th. He shall ascertain on the admission of a patient that his money, and effects are regularly entered in the book kept by the Steward for that purpose, and which entry he shall verify by adding his initials thereto, and before the patient leaves the Hospital he shall enquire if he has any complaint relative to his effects, money or clothing, and if so report it to the Visiting Physicians.

18th. He shall not absent himself for any length of time from the Hospital without the consent of the Visiting Physician; and on no account during the hours of visit.

19th. He shall have under his particular care all such out-patients as may be entitled to relief; entering in a book kept for that purpose, their name, disease, prescription, and if sailors, the name of the vessel, to which they belong.

20th. All *Post Mortem* examinations are to be performed under the personal directions of one of the Visiting Physicians, or of the House Surgeon with the concurrence of the former, and a careful record of morbid appearances kept in the book provided for that purpose.

21st. All pupils are to be under the House Surgeon's immediate directions, and he is particularly required to report to the Visiting Physicians or to the Trustees any irregularities of conduct during their attendance at the Hospital or in the dead house, which may come within his knowledge or from any credible source.

22nd. He shall see that no pupil enters any of the wards except in company with one of the Visiting Physicians or himself in their absence, unless to visit patients especially placed under their charge.

23rd. He shall see that no pupil attends the medical or surgical practice of the Hospital, without having previously produced a card from the Secretary, nor until he shall have subscribed his name in the pupils' book.

24th. He shall not upon any account engage in medical or surgical practice, or other business, out of the Hospital.

25th. He shall not be allowed to have in the Hospital any pupil, relation or friend to board or lodge

with him, without special permission in writing from the Trustees.

26th. He shall not be allowed to occupy more than the two rooms now allotted to him in rear of the surgery, except special permission be obtained from the Trustees.

27th. He shall have supreme control, in the absence of the Visiting Physicians, of all Officers, Servants, &c., in the Institution; and be held generally responsible for their conduct, and in case of any neglect of duty, on the part of any Servant, being reported to him, he shall suspend such Servant or Servants till the next visit of the Visiting Physician on duty.

28th. He shall give three months' notice of his intention to leave the Hospital.

CHAPTER V.

OF THE APOTHECARY.

1st. No person shall be eligible as House Pupil until he shall have laid before the Trustees satisfactory proofs of moral character, and of his having been examined and approved of by the Trustees and Visiting Physicians.

2nd. It shall be his duty to keep the Surgery, the medicines, and medical stores, clean and in good order, and he shall see that the medicines are used with the most rigid economy, and that none but himself and the officers of the institution be permitted under any pretext to enter the Surgery, or be allowed to take any article therefrom.

3rd. He shall enter the medicines required in the *Druggist's Pass Book*, which is to be handed to the House Surgeon.

4th. He shall have charge of all the *Surgery Instruments* belonging to the Hospital, and shall be held responsible for their being kept clean and in good order, and shall have them repaired when necessary, reporting the necessity of such repairs to the House Surgeon or Visiting Physician, whose sanction he must first obtain: an inventory of which instruments he shall make twice a year, a copy whereof he shall hand to the Trustees through the House Surgeon.

5th. He shall enter in the Prescription Book, and have ready for the visits, the names of the patients in the Hospital, leaving blank the column for the prescriptions of the Visiting Physicians, or of the House Surgeon in their absence.

6th. He shall, immediately after each visit, carefully make up the Visiting Physician's prescriptions.

7th. He shall perform all smaller operations, as Bleeding, Cupping, &c., and such other duties as may be required of him by the Visiting Physician or the House Surgeon.

8th. He shall affix in the Students' Waiting Room notices of intended operations or *Post Mortem* examinations, on the day previous to such operations, when possible.

9th. He shall not absent himself from the Hospital except on duty, without the consent of the House Surgeon, nor then without leaving information where he is to be found.

10th. Upon observing any impropriety in or about the Hospital he shall immediately report the same to the House Surgeon.

11th. The whole of the foregoing duties are to be performed under the superintendence of the House Surgeon.

12th. He shall copy into a book, kept for that purpose, the minutes of the meetings of the Visiting Physicians.

CHAPTER VI.

OF THE STUDENTS ATTENDING THE HOSPITAL.

1st. No student who has not previously taken a ticket for attendance in the Hospital, shall on any pretence whatever, be allowed to witness any operation or dissection or to attend the Clinical Lectures.

2nd The fee for a Student

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3rd. Students following the attending Medical Officers during the visits, are to behave with decency and propriety, keeping their hats off at all times, whether in the wards or in the operating *theatre*, and they must avoid doing anything that may tend to disturb the Physicians, clerks or patients.

4th. Students when visiting the wards are on no account to offer any advice, or express any opinions unless when requested so to do by the attending Medical Officer.

5th. No Student shall enter the wards at any time, except the visiting hour, unless by permission of the House Surgeon.

6th. Any Student infringing any of the above regulations shall forfeit the benefit of his ticket and the privilege of attending the Hospital.

CHAPTER VII.
OF THE LIBRARY.

1st. The House Surgeon shall act as Librarian until some other arrangement is made.

2nd. None but Pupils having tickets of admission to the medical and surgical practice of the Hospital, shall be allowed the use of books.

3rd. Pupils shall be allowed to take out one volume at a time, to be previously covered with paper, which they may retain for a period not exceeding ten days, giving a receipt for the same, in a book to be kept for that purpose.

4th. Plates, and such books as are considered *works of reference* shall not be taken out of the Hospital.

5th. Any Pupil losing the whole or part of a work shall replace it by another of the same description, or pay the value of the whole, the price to be fixed by the Trustees. Should such loss come from the neglect of the House Surgeon or House Pupil, the one found so neglecting shall be held responsible.

6th. No Pupil shall lend a book belonging to the library.

7th. Pupils who shall return to the Library any books defaced by drawing or writing upon it, or who shall otherwise have materially injured it, shall replace the same or repay the price which may be set upon it by the Trustees.

8th. The Librarian shall have a book in which shall be entered works taken from the Library, with the dates at which they have been taken out and the name of the person borrowing them, and in which Pupils shall be allowed to insert their names for the next reading of any work.

9th. Pupils on returning books to the Library shall

be permitted to take them out again if not bespoken.

CHAPTER VIII.

OF THE STEWARD.

1st. The Steward is to have charge of all the stores not medical, and to be responsible for them, keeping a correct list of the same precisely in the form prescribed by the Trustees.

2nd. He is to receive all provisions from the Contractors or others, to weigh the same, to issue them by weight, according to the *Diet Tables*, which he shall fill up daily, at each visit, and cause to be hung up in some conspicuous place in each ward. He shall take special care that no article of food, spirits, or other intoxicating drinks are introduced into the Hospital for the use of any person whatever. He shall see that the diets are well cooked, and that they are of good quality.

3rd. In all cases where patients are discharged before dinner, the Hospital to be credited for the meals not consumed, and he shall submit his weekly diet-roll to the House Surgeon for his signature.

4th. He shall take care that every patient on admission is bathed in warm water; that he put on clean body-linen; and be furnished with clean bed-linen, and that the *Paillasse* is clean and well-filled with straw.

5th. He shall be responsible for the conduct of the servants, taking care to report any impropriety of conduct to the House Surgeon; whether neglect of duty, harshness to patients, or any other kind of misconduct. It shall be his duty to visit the wards frequently, and see that they are cleaned every morning, well ventilated, and that good order prevails.

6th. It shall be his duty to procure from the Contractors a supply of all Food and consumable Stores as they are required ; for the Butcher, Baker, Grocer and others of the principal Tradesmen, distinct *Pass Books* shall be kept, in which they shall enter the quantities and prices from time to time as supplied.

7th. The Contractors shall return the *Pass Books* duly filled up. With respect to groceries the Steward shall always have a small supply on hand for daily issues.

8th. He shall render to the Secretary quarterly, together with his accounts, an alphabetical list of all articles purchased for the use of the Hospital, their quantities and cost.

9th He shall keep an Inventory Book, in which he shall enter all stores and property in his charge, as also a list of all purchases made during the year, (not including articles of daily consumption.) This book shall be made up to the 31st December in each year, and submitted to the Trustees at the second meeting of the Board in January,—and he shall file an abstract of the same with the Secretary. He shall at the same period prepare a return of all stores or property requiring repair and of such as are worn out, and shall furnish a requisition for such stores as may be required for the ensuing year.

10th. These returns, together with the articles themselves, shall be kept in readiness for inspection by the Trustees, who shall direct their future disposal:

11th. He is to receive the clothing of the patients, to catalogue and ticket the same ; and to have washed such of them as may require it, after which they shall be safely stored.

12th. He shall take charge of all property entrusted to him by any patient, entering the nature or amount of the same in a Book kept for that purpose,

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and shall be careful never to receive any money or valuables without the presence of the House Surgeon, who shall sign the Book containing the same.

13th. He shall take care to send for the Clergyman when requested by any patient, and the Clergyman of that denomination in particular who is asked for.

14th. He shall be responsible for the bodies of the dead being properly coffined and delivered to the Sexton for interment, and that the burials take place at stated hours, to suit as much as possible the convenience of the Clergy.

15th. He shall take care of the clothing of the dead and deliver them to the nearest relatives of the deceased when they are ascertained, under the authority of the Trustees or Visiting Physicians. In case of the death of a sailor he shall conform as regards his effects to the Imperial Act providing for the same.

16th. He shall not absent himself from the Hospital, except on duty, without the permission of the House Surgeon.

CHAPTER IX.

OF THE MATRON.

1st. The Matron shall visit the wards every morning and as frequently as she can during the day, particularly those occupied by females, and see that the nurses are attentive to the sick, and that the wards and patients are kept clean,

2nd. She shall take particular charge of the linen, and keep it in good repair, and see that the articles sent to be washed are duly returned by proper lists. Whenever any of the linen is too far worn to be repaired, she shall separate the same from the rest to be handed

over to the Steward, who shall submit the same to the Trustees as already provided for.

3rd. She shall arrange with the Steward for the due entry of such in his book of general stores.

4th. She shall see that the drinks and little comforts for the sick are neatly and properly prepared, and especially that the Nurses treat their patients with tenderness and watchfulness.

5th. She shall report any misconduct of patients or servants or any other irregularity occurring in the House to the House Surgeon.

CHAPTER X.

OF THE ORDERLIES AND NURSES.

1st. Those only of good character and of active habits shall be engaged.

2nd. Their duties are to attend the sick, to afford them all the assistance their infirmities call for, to give them their food and medicines as directed, and to keep their persons clean, as also the wards, passages, &c., under their charge.

3rd. They shall take care that every patient is washed and the wards swept before the morning visit of the Visiting Physicians.

4th. They must minutely watch over the patients, and report to the Physicians all the observations they have made since the previous visit. If unfavorable symptoms appear in the intervals, they shall immediately inform the House Surgeon of the same.

5th. They shall serve the meals comfortably at stated hours.

6th. They shall immediately report to the House Surgeon all improprieties of conduct.

7th. They shall be on their guard, lest improper

articles of food are brought to the patients, and report all who are guilty of the same.

8th. They shall be assisted in cleaning the Wards and in nursing the sick during the day by such convalescents as may be pointed out by the Visiting Physicians or House Surgeon.

9th. They shall obey all orders they may receive from the House Surgeon, Steward or Matron.

10th. They shall be particular to remove immediately all offensive matters from the wards, and see that the beds and personal linen are regularly changed.

11th. They shall not absent themselves from Hospital without permission of the House Surgeon.

CHAPTER XI.

OF THE COOK, HOUSE-MAID, PORTER AND ASSISTANT-PORTER.

1st. The Cook shall be held responsible for all articles placed under her charge by the Steward or Matron. She shall keep her kitchen and cooking utensils clean. She shall be punctual in the preparation of the meals, and upon no account whatever shall she permit any patient to enter the kitchen, except when accompanied by a nurse. She shall also serve the meals to the servants in their hall comfortably.

2nd. The House-Maid shall receive her instructions from the Matron.

3rd. The Porter shall receive all patients and conduct them to the House Surgeon. He shall be civil and obliging to all visitors and accompany them to the Surgery, and on receiving permission shall conduct them to the patient whom they may be desirous

of seeing. He shall be careful that no article of diet, or spirituous liquors be surreptitiously admitted into the Hospital. He shall assist in filling the cistern. He shall warn off the premises all strangers or improper characters. In winter he shall keep the outer gate and main approach to the Hospital clean of snow, and in summer will keep the same swept neat and in good order.

4th. The Assistant-Porter, or outside servant, shall carry all messages and shall otherwise receive his instructions from the Steward.

5th. They shall obey all orders they may receive from the House Surgeon, Steward or Matron.

6th. They shall not absent themselves from Hospital without the permission of the House Surgeon.

CHAPTER XII.

OF THE PATIENTS.

1st. No patient shall smoke in the Hospital except by special permission of the Visiting Physicians: They shall make use of no 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.

2nd. The patients shall not play at cards or dice.

3rd. They shall conduct themselves with due respect to the Matron, Nurses and Servants of the Hospital.

4th. No male patient, under any pretence whatsoever, shall enter the apartments or wards for females, unless required by the Physician to give assistance, nor shall a female patient enter the apartments or wards for males, neither shall any patient visit the kitchen except when accompanied by a Nurse.

5th. Friends and relations will be allowed admission to patients on Mondays, Wednesdays and Fridays, from 1 to 4 o'clock, P. M. on application to the House Surgeon; he shall also admit at other times such visitors as the special nature of the case may require,

6th. No friend or relative shall be permitted on any pretext whatever to introduce into the Hospital for the use of any of the patients, beer, wine, spirits, or any article of diet whatever, without permission from the Visiting Physician.

7th. Every patient shall retire to bed at NINE, P. M., from the first of May to the first of November; at EIGHT, P. M., from the first of November to the first of May; and those who are able shall rise at SIX, A. M., during summer, and at SEVEN, A. M., during winter.

8th. Such patients as shall be considered able, shall assist the Nurses and other servants of the Hospital in nursing the patients, making the beds, cleaning the wards, and doing such other work as the Attending Physician or Surgeon may direct. Any patient or patients not conforming to the By-Laws of the Hospital shall incur the penalty of expulsion.

9th. All complaints on the part of the patients to be made to the Visiting Physician at his next visit.

10th. The body of no patient, dying in the Hospital, shall be removed for interment until twenty-four hours in summer, and thirty-six in winter, shall have elapsed after the death, except by the special permission from either the Attending Visiting Physician or House Surgeon.

JAS. A. SEWELL, M. D.,
CHAIRMAN,
A. C. BUCHANAN,
CHIEF EMIGRATION OFFICER,
OL. ROBITAILLE, M. D.
PH. WELLS,
SECRETARY-TREASURER.

} Trustees.

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