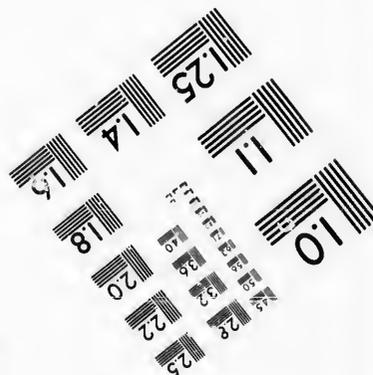
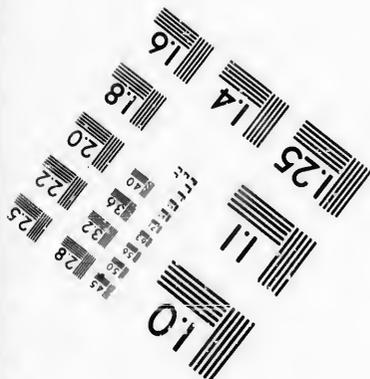
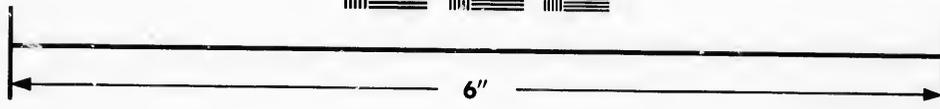
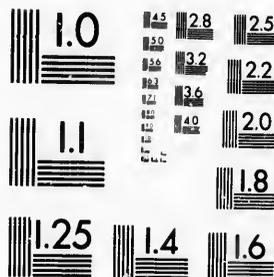


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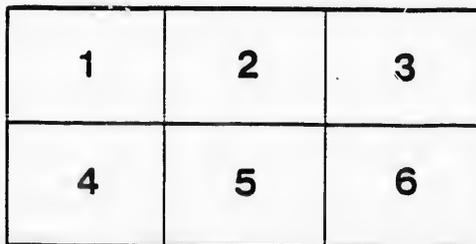
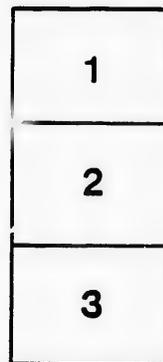
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OFFICERS OF THE

STEWARDS, MATRON, PORTER, KEEPERS

COMMISSIONERS

The Commissioners shall meet regularly once a-week (Thursday, at 10 o'clock), for the purpose of attending to the interests of the patients, hearing all complaints, hiring and discharging servants, receiving testimonials, &c.; they shall appoint one of their number to attend daily, recording their names, hour of visiting, and remarks, in a book to be kept for that purpose, and to see that the patients are supplied with wholesome food, &c., and, in conjunction with the Medical Superintendent, make an annual report upon the expenditure and general state of the Institution.

MEDICAL SUPERINTENDENT

The Medical Superintendent shall visit the Institution regularly at least three times a week, but also with a view to seeing the moral government properly enforced: at each visit it is desirable that his visits be so timed as occasionally to afford him an opportunity of seeing the patients when absent, he shall leave word with the Steward where he is to be found; he shall keep a book wherein to enter the name, sex, age, species of mania, probable cause, date of admission, termination thereof, &c.;—he shall also keep another book, setting forth the names of the patients and symptoms; shall neither admit nor discharge any patient without the sanction of the Board, and shall, in conjunction with the internal management of the Institution and the well-being of the patients, see that the patients are properly attended to, shall be present, (if required) at the Weekly Meeting of the Board.

STEWARDS

The Steward shall under no circumstances absent himself from the Institution; he shall be strictly subject to the controul of the Medical Superintendent; shall see that the part of the Institution appropriated to them;—shall see that the instructions of the Board and the moral government of the patients are properly carried into effect;—he shall draw out the Visiting Tickets (properly dressed and served);—he shall, upon the admission of each patient, receive an acknowledgement of the same, and shall be responsible for all articles delivered by the patients appertaining to the male wards;—he shall report any misconduct of the keepers or porters to the Superintendent and Visiting Commissioner, and also to the Board at their weekly meeting;—he shall see that a good supply of fire-wood, properly cut, is constantly on hand, and shall, when called upon by the Superintendent of the Female Wards, render such assistance as may be required;—he shall keep a book wherein to enter the name, sex, age, religion, country, late residence, &c., of the patients admitted (convalescing or non-patient), and the names of the person or persons by whom

THE INSTITUTION :

KEEPERS, NURSES, ORDINARY SERVANTS.

COMMISSIONERS.

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

CHIEF SUPERINTENDENT.

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

STEWARD.

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

shall, when called upon by the Superintendent of the Female Wards, render such assistance as may be required; keep minutes of their proceedings and correspondence, which called upon by the Superintendent of the Female Wards, render such assistance as may be required; keep minutes of their proceedings and correspondence

keep a book wherein to enter the name, sex, age, religion, country, late residence, &c., of the patients admitted, (pauper or pay-patient), names of the person or persons by whom he is admitted; lescent male patients are properly exercised, and usefully and exclusively employed for the benefit of the Institution; Commissioners (when required), keep minutes of their proceedings and correspondence and he shall keep all the accounts.

MATRONS.

The Matron shall be responsible for all articles belonging to the Institution committed to her, shall keep inventories of the same;—she shall attend to the cleanliness of the Institution, regularly scoured and cleansed, the patients apparel in good order and clean;—she shall attend to the patients at stated periods; in fine, she shall generally attend to all matters appertaining to house-keeping, and to the Visitor, any disorderly conduct which may come under her observation.

PORTER.

The Porter shall be subject to the instructions of the Medical Superintendent and Steward, and shall see that the Institution is carried out, and that neither spirits, or any other article whatsoever be brought into the Institution;—he shall take care that no person has access to the patients without authority, and shall obtain permission from the Medical Superintendent, or a Commissioner.

KEEPERS.

The Keepers shall be persons of good character, humane, &c.; they shall sleep in the Institution, under the direction of the Medical Superintendent, Steward or Matron, as the case may be;—they shall wash and clean the patients, and administer the medicines prescribed, and perform the necessary dressings at the times and in the manner directed by the Matron, and generally conduct themselves in an unexceptionable manner.

ADMISSION OF PAUPERS.

The Medical Superintendent shall be the exclusive judge of those persons who are fit to be admitted as Paupers, and who, if not supported by a family, shall be deemed paupers, and admitted as such. Prior to their admission, with the Commissioners, signed by a Clergyman and two Magistrates, from the immediate evidence they have in their possession, they are of opinion that the said Lunatic (if an adult) is unable to advance the necessary funds. The services of the Matron in conveying a Pauper Lunatic to the Asylum, also the expenses of re-conveying him or her to his or her family, or to the Matron, and generally conduct themselves in an unexceptionable manner, incurable, together with the funeral expenses, as the case may be.

Persons not admitted as Paupers will be expected to contribute to the funds of the Institution, and shall be adequate to defray their expenses when in the Institution. All such payments must be made to the Matron.

Wards, render such assistance as may be required in controlling disorderly patients;—he shall attend to the country, late residence, &c., of each patient, date of admission and discharge, under what circumstances or persons by whom he is brought to the Asylum, and so forth;—he shall see that the convalescents are exclusively employed for the benefit of the Institution;—he shall attend the meetings of the Board and correspondence and generally be responsible for the good order of the Institution;—he shall render such assistance as may be required in controlling disorderly patients;—he shall attend to the country, late residence, &c., of each patient, date of admission and discharge, under what circumstances or persons by whom he is brought to the Asylum, and so forth;—he shall see that the convalescents are exclusively employed for the benefit of the Institution;—he shall attend the meetings of the Board and correspondence and generally be responsible for the good order of the Institution;—

M A T R O N .

When committed into her charge, and also for all articles belonging to the patients she shall attend to the cleanliness of the Institution, see that all the wards for female patients are kept neat and clean;—she shall see that the several meals are properly dressed, and served at regular intervals pertaining to house-keeping;—she shall note down daily and report to the Medical Superintendent under her observation.

P O R T E R .

When appointed Superintendent and Steward; he shall keep the door, and see that nothing belonging to the Institution whatsoever be brought in to the patients by their friends, or otherwise, without permission of the Superintendent without authority, and that no person be permitted to inspect the Institution without authority.

K E E P E R S .

When appointed; they shall sleep in their several wards, shall obey the instructions delivered to them by the Superintendent;—they shall wash and cleanse the patients regularly and dress them;—they shall administer medicine at the times and in the *manner* directed;—they shall be civil and respectful to the Steward and Superintendent in every manner.

A D M I S S I O N O F P A T I E N T S .

When appointed; those persons who are fit objects for admission. Persons who are unable to pay one dollar for their maintenance admitted as such. Prior to the admission of a Pauper Lunatic, a certificate shall be lodged with the Commissioners, from the immediate neighbourhood where such Lunatic resides, stating that, from the information of the said Lunatic (if an adult) does not possess property to the amount of £25; if a minor, that he has no necessary funds. The several Districts shall be deemed liable for all expenses incurred in the maintenance of re-conveying him or her back again to their friends, when discharged, cured, relieved, or otherwise.

When appointed; to the funds of the Institution, such sums of money as the Commissioners may deem necessary, such payments must be made in *advance*.

