



Royal Hospital for Neuro-disability


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Printed pamphlet of rules for the Royal Hospital
for Incurables, Putney Heath

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Royal Hospital for Incurables,
PUTNEY HEATH.



RULES.



RHN/PU/1/2/1

Royal Hospital for Incurables,
PUTNEY HEATH.

R U L E S .

GENERAL.

1. The Secretary, subject to the orders of the Board, shall be responsible for the general supervision of the Hospital.
2. The Matron shall be recognised as being in charge of the Institution, but both she and the Steward shall each be responsible to the House Committee for their departments.
3. All deaths of patients shall be reported, in writing, to the Secretary at once.
4. Permission to cancel a service or visiting by the Chaplain can only be given by the House Committee, or in the case of immediate necessity by the Secretary, who shall report the circumstances at the next meeting of the Committee.
5. All letters addressed to the Secretary or to the Board of Management shall be forwarded by post to the London offices at once. Other letters shall be opened by the Matron. Should any letters when opened be found to be for the Secretary or for the Board of Management, they shall be forwarded immediately.

RULES FOR THE MEDICAL OFFICER.

1. The Medical Officer is responsible to the Board of Management for the proper medical and surgical treatment of all the patients and resident staff of the Hospital.
2. He shall attend daily (Sundays excepted) between 10.30 a.m. and noon, and at such other times as the condition of any patient or member of the resident staff may require.
3. Every patient must be seen by him at least once in each week, whether actually on the sick list or not.
4. A record of every patient treated by the Medical Officer must be kept in the book provided for that purpose, which book must be presented personally and a report made on the patients to the House Committee every Wednesday at 12 o'clock noon.
5. A list of all patients receiving special diets must also be kept and the total number reported to the Committee on Wednesday. The Board rely upon the Medical Officer keeping to the ordinary diets as far as possible, thus avoiding additional work in the Kitchen Department.
6. He shall report to the Committee any patient who shall have so far recovered as to be able to earn his or her own living either partially or otherwise.
7. The Medical Officer shall have sole charge of the drugs, &c., and shall present a requisition to the House Committee whenever a fresh supply is required.
8. The Medical Officer and the qualified Dispenser alone shall dispense any drugs.
9. The Medical Officer shall make a special report in writing to the House Committee upon each new patient.
10. A holiday not exceeding five weeks in the year will be allowed.

RULES FOR THE MATRON.

1. The Matron is held responsible for the engagement, dismissal, and proper control of the female nursing and domestic staff and for the efficient nursing and dietary of the Hospital, and is expected to see that the directions of the Medical Officer are faithfully carried out.
2. In the event of any member of the female Staff being guilty of gross neglect of duty or insubordination, the Matron may suspend her, reporting the matter at the next Meeting of the House Committee. She shall also have the power to recommend to the Steward the dismissal of a Male Attendant in the event of inefficiency.
3. The Matron must visit each ward once every week, or more frequently if necessary, and in the event of any patient being in such a state of ill-health as to necessitate the presence of the Medical Officer, she shall at once summon him. She shall also communicate without delay with the friends of any patient who is seriously ill.
4. The Matron is held responsible for the cleanliness and order of the Hospital, and shall have charge of the Kitchen, Laundry, furniture, bedding, linen and crockery. A requisition must be presented to the House Committee for all renewals and requirements.
5. The Matron is expected to receive visitors and conduct them over the Hospital, if required to do so, and it is her duty to use every endeavour to further the interests of the Institution.
6. The Matron must be prepared to attend the meetings of the Ladies' Committee.
7. The Matron is not permitted to have friends to sleep at the Hospital without the sanction of the House Committee.

8. The Matron is allowed a holiday of five weeks in the year, but must not be absent on leave at the same time as the Steward.

RULES FOR THE STEWARD.

1. The Steward shall regularly inspect the fabric of the buildings, as well as the tanks, boilers, furnaces, machinery and all fittings, entering any repairs that are necessary in the book provided for that purpose, which book shall be presented to the House Committee every week. The Secretary, after consultation with the Steward and with the sanction of the House Committee, shall obtain the necessary estimates. Should any repairs be urgent, he shall report at once to the Secretary, who shall have power to carry out the same, but he must notify to the House Committee at the next meeting.

2. The Steward shall be responsible for the ordering, checking and good quality of all supplies, reporting any breach of contract, or failure of supply, to the House Committee. He shall submit the daily diets to the Matron, who shall have power to alter them if she thinks fit to do so.

3. The Steward shall keep a proper record of all supplies received and distributed. Stores are not to be issued except upon written requisitions signed by the Matron, including the stores required for the Kitchen.

4. The Steward shall give out all stores and stimulants between 9 a.m. and 10 a.m., and shall personally supervise the drawing of the beer.

5. He shall on no account allow anyone to have duplicate keys of the Store Rooms. At such times as the Steward is absent the keys shall be left with the Matron.

6. The Steward shall engage, dismiss, and immediately control all the male servants and see that they efficiently carry out the duties allotted to them, and in an emergency shall report any serious irregularity to the Secretary, who shall notify the Committee. This does not refer to the nursing duties of the male attendants, which are entirely under the control of the Matron, who should also be consulted as to the engagement or dismissal of the male attendants. (See Rule 2 under Matron's Rules.)

7. The Steward shall preside at the meals of the male patients and maintain order among them at all times. Any complaint by a male patient may be made to either the Matron or the Steward, who shall confer together on the subject.

8. The Steward shall see that the staff have regular fire-drills, and, if possible, attend personally.

9. He is not permitted to have friends to sleep at the Hospital without the sanction of the House Committee.

10. The Steward is allowed a holiday of five weeks in the year, but must not be absent on leave at the same time as the Matron.

RULES FOR THE ASSISTANT MATRON.

1. The Assistant Matron shall assist the Matron in any way which may be required, and in the Matron's absence take entire charge of and responsibility for all matters that come under the control of the Matron.

2. The Assistant Matron shall supervise the work of the female servants and be responsible for the cleanliness and daily neatness of the Nurses' and Servants' bed-rooms and all parts of the Hospital, including the quarters of the Male Staff.

3. The Assistant Matron shall take charge of sick nurses and maids, as required by the Matron.

4. The Assistant Matron shall take a quarterly inventory of all crockery, glass, and cutlery in use in the different departments of the Hospital.

5. The Assistant Matron shall preside at the Nurses' and Servants' meals and at the Female Patients' dinner table.

6. The Assistant Matron shall give Class Instruction to the nurses.

7. The Assistant Matron shall report any irregularity to the Matron, maintain quiet and orderly behaviour in the Hospital, and endeavour to prevent any waste of gas, electric light, water, coal, and stores.

8. The Assistant Matron shall always be on duty when the Matron is absent, and at such times she shall be responsible for the Store Rooms that come under the control of the Matron.

9. The Assistant Matron shall assist the Matron in such correspondence and bookkeeping as may be required.

10. The Assistant Matron shall not entertain visitors in her own apartments without the permission of the Matron.

RULES FOR THE CHAPLAIN.

1. To read prayers every week-day morning at 11.30, evening at 6.30—except 1st, 3rd, 4th and 5th Friday evenings in each month. On the 2nd Friday there is evening service with sermon.

2. Sunday *Morning*—Holy Communion bi-monthly at 11.30; also on Christmas Day, Ascension Day and great Festivals. *Evening*—Service 4 o'clock on each Sunday.

N.B.—Holy Communion must be administered to every inmate who desires it at least once every fortnight.

3. Visiting inmates—daily.

N.B.—Evening prayer is omitted on Bank Holidays and when entertainments are held.

EXTRACT FROM DEED OF ENDOWMENT OF CHAPLAINCY.

The primary duties of the said Chaplain shall be (1) to perform Divine Service at the said Hospital in accordance with the Book of Common Prayer and the usages of the Church of England as by law established every Sunday, and also on such week-days and at such hours as the said Board of Management shall direct; (2) to celebrate the Holy Communion at least once a fortnight at the said Hospital, in such room or rooms thereof as may be from time to time indicated by the said Board, in accordance with the Book of Common Prayer and the usages aforesaid; (3) to minister to the spiritual wants of such of the individual inmates of the said Hospital as shall be members of the Church of England, and also such of the other inmates of the said Hospital as may expressly desire such ministration, at such times and subject to such regulations and restrictions as the said Board may from time to time by rules or otherwise in writing appoint.

4. It shall be the duty of the said Chaplain to obey not only any special rules framed by the said Board for his guidance and regulation, but also the general rules of the said Hospital. And the said Board shall have power from time to time to add to, to rescind, or alter any such special rules as aforesaid and to substitute fresh ones.

5. The said Chaplain shall hold his office during the pleasure of the said Board, and accordingly the said Board shall have power to appoint and also to dismiss such Chaplain, but so that the engagement of such Chaplain shall in the ordinary course be terminable by either party on not less than three months' notice or payment of three months' salary in lieu of notice, provided always that it shall be lawful for the said Board at any time by a vote of not less than three-fourths of the whole number of the members present at any meeting thereof to dismiss such Chaplain summarily and without notice for immoral or unbecoming conduct, or for any matter which shall in the opinion of the said Board constitute urgent cause for his dismissal, and also to suspend such Chaplain from his office pending any inquiry which the said Board may think fit to institute concerning him.

6. In case of the absence of the said Chaplain, or of any substitute or substitutes, it shall be lawful for the said Board to employ and pay a substitute, and to deduct any moneys so paid from the said yearly sum of £50* or from the income of the trust fund so payable to such Chaplain as aforesaid.

* This sum is now increased.

RULES FOR THE LADIES' VISITING
COMMITTEE.

1. The Lady Visitors shall be at liberty to visit the Hospital at all times.

2. They shall take notice of all matters of complaint, irregularity or defective arrangements in any part of the Establishment and record them in a monthly Visitors' Book, but they shall not themselves issue any order or give directions to any member of the Staff.

3. Any complaint should be referred to the Matron or to the House Committee at the discretion of the Lady Visitors: in the event, however, of any point requiring immediate attention, a communication should be made to the Secretary of the Hospital.

4. The Lady Visitors shall meet not less frequently than once a month, three to be a quorum. They shall appoint a Secretary who shall record the proceedings of each meeting in a book and present it to the House Committee.

5. The House Committee will receive a deputation from the Lady Visitors, to consist of not fewer than two, on the Second Wednesday in each month, or at such other time as may be desired and arranged.

By Order of the Board,

CHARLES CUTTING,

Secretary.

