

Royal Hospital for Neuro-disability

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ROYAL HOSPITAL & HOME
FOR INCURABLES, PUTNEY

Incorporated by Royal Charter

Rules for Officers

RHN / PU / 1 / 2 / 3

Royal Hospital and Home for Incurables, Putney

RULES

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 the chief resident official, but she and the Steward shall each be responsible to the House Committee for their own departments.
3. All admissions of new patients, serious accidents to and deaths of patients and accidents to and deaths of the staff shall be reported by the Matron, *in writing*, to the Secretary at once.
4. When a new appointment is made to the post of Secretary, Matron, Assistant Matron, Sister or Steward, the appointment will be made subject to medical examination by the Medical Officer, who will report to the House Committee.
5. All letters addressed to the Board of Management, or to the Secretary, shall be forwarded by post, without delay, to the City offices. Should any letters vaguely addressed when opened be found to be for the Board of Management, or the Secretary, they shall be forwarded immediately to the City offices.

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 11.0 a.m. and 1.0 p.m., and at such other times as the condition of any patient or member of the resident staff may require.
3. Every bedridden patient should be visited by him at least once a week, and every other patient, whether actually on the sick list or not, should, as far as possible, be seen by him once every week.
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.
5. A list of all patients receiving special diets must also be kept and the total number reported to the Committee.
6. The Medical Officer 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. He shall have sole charge of the drugs, &c., and shall present a requisition to the House Committee whenever a fresh supply is required.
8. He and the qualified Dispenser alone shall dispense any drugs.
9. He 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, and proper control of the female nursing and domestic staff and for the efficient nursing and dietary of the Hospital. She must see that the directions of the Medical Officer are faithfully carried out.
2. Except in the case of a Sister, or the Assistant Matron, the Matron may for due cause dismiss any of the female staff. In the case of the Assistant Matron, or a Sister, 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.
3. She must visit each ward once every week, or more frequently if necessary, and report in her weekly Journal any failure to do so. 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 relatives or friends of any patient who is seriously ill, and to facilitate this, she must keep an up-to-date address book.
4. She is held responsible for the cleanliness and order of the Hospital, for the work of the Laundry, and for replacements of furniture, bedding, linen, crockery, brooms, brushes and wearing materials (other than the attendants' clothes). A requisition must be presented to the House Committee for all renewals and requirements.
5. She is expected to receive visitors and conduct them over the Hospital, and it is her duty to use every endeavour to further the best interests of the Institution.
6. She must be prepared to attend the meetings of the Authorised Lady Visitors when requested by them to do so.
7. She is not permitted to have friends to sleep at the Hospital without the sanction of the House Committee, or, when this cannot be obtained in time, of the Secretary.

8. The Steward being responsible to the House Committee for the male staff, any work required from the Engineer, Carpenter or other member of the male staff (except as provided in No. 6 of the Rules for the Steward) should be requisitioned through the Steward, except in cases of emergency, when the Matron should subsequently advise the Steward without delay.

9. She will submit to the House Committee, on the first Wednesday of each year, a list of the salaries paid to the female staff, together with her recommendations as to any special advance in pay.

10. She shall enter fully in the Patients' Conduct Book any serious case of misbehaviour on the part of a patient, giving dates, details and the names of informants and witnesses. The Conduct Book should be presented to the House Committee weekly.

11. She is allowed a holiday not exceeding five weeks in the year, but must arrange not to be absent on leave at the same time as the Steward.

RULES FOR THE STEWARD.

1. The Steward shall be responsible for and 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. After receiving the sanction of the House Committee, he shall obtain the necessary estimates; but should any repairs be urgent, he shall report at once to the Secretary, who shall have power to carry them out, notifying the House Committee at the next meeting.

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

3. He 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, the Steward or Assistant Matron.

4. He shall give out all stores and stimulants between 9.0 a.m. and 10.0 a.m.

5. He shall not 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. He is held responsible for the engagement and proper control of the Engineering, Repairing and Decorating Staffs, as well as the other indoor and outdoor male staff of the Hospital. The nursing duties of the male attendants are, however, entirely under the control of the Matron, who shall also be consulted as to the engagement or dismissal of the male attendants.

7. Except in the case of the Head Gardener and Head Attendant, the Steward may for due cause dismiss any of the male staff. In the case of the Head Gardener, or Head Attendant, he may suspend him, reporting the matter to the next meeting of the House Committee. He shall also have the power to recommend to the Matron the dismissal of any of the female kitchen staff.

8. The Steward will be primarily responsible for the working of the Kitchen, but the Matron will have disciplinary control of the female kitchen staff and will be responsible for the working of the Ward Kitchens.

9. The Steward will exercise general supervision at the mid-day meal 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 of the complaint or irregularity.

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

11. He shall submit to the House Committee on the first Wednesday of each year a list of the salaries paid to the male staff, together with his recommendations as to any special advance in pay.

12. He is not permitted to have friends to sleep at his house without the sanction of the House Committee, or where this cannot be obtained in time, the Secretary.

13. He is allowed a holiday not exceeding 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 by the Matron, and in the Matron's absence she shall take entire charge of and responsibility for all matters that come under the control of the Matron.

2. She shall not entertain visitors in her own apartments without the permission of the Matron.

RULES FOR THE CHAPLAIN.

1. The Chaplain will read prayers every week-day morning at 11.30, and every evening at 6 o'clock—except on the 1st, 3rd, 4th and 5th Friday evenings in each month. On the 2nd Friday there is evening service with address.

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

2. On Sunday *Morning* there will be Holy Communion twice in each month at 11.30; also on Christmas Day, Ascension Day and great Festivals. On Sundays when there is not a Communion Service, there will be Morning Prayer and an address at 11.30 a.m. *Evening Service* will be held at 4 o'clock on each Sunday.

Holy Communion should be administered to every inmate who desires it at least once every fortnight.

3. The Chaplain will visit the inmates daily.

4. Permission to cancel a service or the daily visit 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. The Chaplain is allowed a holiday not exceeding five weeks in the year.

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 ministrations, 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, 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 RETIREMENT AND PENSIONS OF
EMPLOYEES.

1. The following Rules will in future be applied to the holders of the appointments of:—

Chaplain.
Matron.
Assistant Matron.
Steward.
Head Clerk.

2. These employees will be expected to retire on reaching the age of sixty, but may be kept in employment longer by special order of the Board.

3. Employees who retire at the age of sixty or over and who have completed fifteen years' service in any position in the employment of the Board, will be granted at the discretion of the Board a pension calculated as follows, on their average emoluments for the last three years before retirement, viz.: 10/30ths for fifteen years' service, 11/30ths for sixteen, 12/30ths for seventeen, 13/30ths for eighteen, 14/30ths for nineteen, and 15/30ths for twenty years or over.

4. For the purpose of the above rule, emoluments will be held to be—

- (1) the cash salary, and
- (2) when the employee has enjoyed free board or lodging or both, an addition to the cash salary of £75 to represent board, and of £75 to represent lodging.

RULES FOR THE AUTHORISED LADY VISITORS.

1. The Authorised Visitors shall be at liberty to visit the Patients at all reasonable times.

2. They shall pay attention to matters of complaint, irregularity or unsatisfactory arrangements affecting the Patients, and report them to the Matron directly, or to the House Committee, through the Secretary, at their discretion, but they shall not themselves issue any order or give directions to any member of the Staff.

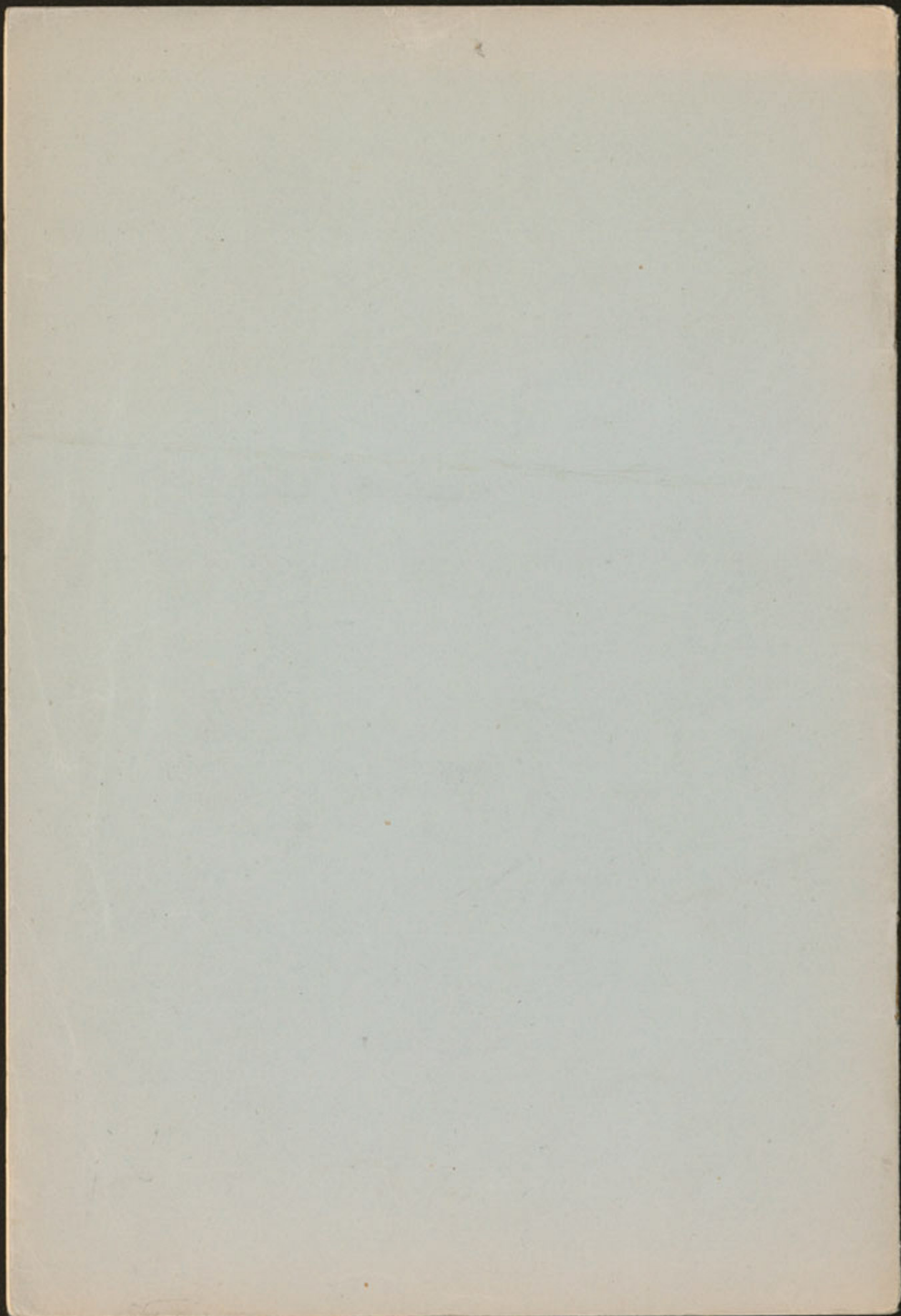
It will generally be found advisable to consult the Matron in the first place on any domestic matter, as she is in immediate charge of the Hospital.

3. The House Committee will gladly receive a deputation from the Authorised Visitors on any Wednesday by appointment duly made with the Secretary in writing.

4. The Authorised Visitors shall have power to add to their number on the understanding that any names proposed by them be submitted beforehand to the Board of Management.

BY ORDER OF THE BOARD OF MANAGEMENT.

31st December, 1930.



ROYAL HOSPITAL & HOME
FOR INCURABLES, PUTNEY

Incorporated by Royal Charter

HANDBOOK OF RULES

1st January, 1938.

RHN/PU/1/2/3

Handbook of the Royal Hospital and Home for Incurables, Putney.

(being a collection, with some alterations, of the various existing rules in force at the beginning of the year 1938)

1. Extracts from the Charter and Bye-laws.
2. Special Notices regarding the Election of Inmates and Pensioners.
3. Rules for the Superior Staff: viz., the Secretary, Matron, Assistant Matron, Steward, Medical Officer and Chaplain.
4. The Pay and Emoluments of Employees.
5. The Retirement and Pensions of Employees.
6. Wages to Employees absent Sick.
7. The authorised Lady Visitors.
8. Rules for the Patients.
9. Rules for Nurses.
10. General Daily Duty of Attendants.
11. Rules for the Head Gardener.
12. Rules for the Control of Linen.
13. The Burial of Patients.

I.

EXTRACTS FROM THE CHARTER AND
BYE-LAWS.

I. The name of this Charity is THE ROYAL HOSPITAL AND HOME FOR INCURABLES, PUTNEY.

II. Admission to the Hospital and Home or to the benefit of the pension, except as after mentioned, shall be by election. The number to be elected and the time of election to be settled by the Board. No applicant shall be eligible for the election list under thirty years of age.

III. Persons of unsound mind, those who have been afflicted from birth, or who have received parish relief, are not eligible for election whether as inmates of the Hospital and Home or as pensioners, but the Board may admit to election any applicant who, though otherwise disqualified under this Bye-law, has prior to his application supported himself by his own exertions. No cases of cancer, epilepsy, phthisis, or those suffering from any infectious or contagious disease, shall be admitted as inmates.

IV. The Board may nominate for election to a pension or admission to the Hospital and Home duly qualified applicants for relief.

V. Every subscriber of five guineas at one time, or half-a-guinea annually, shall be a Governor of the Hospital and Home. The number of votes at each election shall be regulated by the subscription, viz., an annual subscriber of half-a-guinea shall have one vote, with an additional vote for every additional half-a-guinea; a subscriber of five guineas at one time shall have one vote for life and an additional vote for life for every additional five guineas, and all may vote immediately on payment.

VI. The votes may all be given to one candidate, or may be distributed, at the option of the subscriber, among the candidates on the election list.

VII. An annual subscriber shall be entitled to vote either at the two half-yearly elections, or should he desire it, may avail himself of the whole benefit by a double vote at the first election.

VIII. A donation for the purpose of securing immediate votes for one election only shall not confer the privileges of a Governor.

IX. All Churches which shall lend their pulpits for a sermon on behalf of the Hospital and Home shall receive votes for the amount contributed in the following manner, viz., one vote for every complete five guineas for a period of 21 years or two votes for each half-a-guinea at the next following election, the voting power conferred by this rule to be exercised by some person or persons to be annually nominated by or on behalf of such Church for that purpose.

X. Executors paying Legacies shall be entitled to one Life Vote for every £100 bequeathed. Should there be more than one Executor the votes shall be allotted among the Executors as intimated by them.

XI. Firms, Public Companies, Corporations and Societies subscribing five guineas or upwards shall be entitled to one vote for every complete five guineas subscribed for a period of twenty-one years.

XII. The Board of Management may appoint any person an Honorary Governor in consideration of special services rendered to the Hospital and Home.

XIII. The Government and management of the affairs of the Hospital and Home shall be vested in General Meetings of Governors and in a Board of Governors hereinafter called the Board of Management or the Board. There shall be an Annual General Meeting of the Governors held each year at the time and in accordance with the Bye-laws of the Hospital and Home for the time being in force. All other General Meetings of the Governors shall be called Special Meetings. The Board of Management shall consist of the President and Treasurer as ex-officio members and of not less than twenty Governors to be elected by the Governors at their Annual General Meeting from among those Governors who shall be qualified for election in accordance with the Bye-laws of the Hospital and Home for the time being in force.

XIV. The audited yearly balance sheets and a report of the work accomplished by the Hospital and Home during the last preceding year shall be presented by the Secretary

on behalf of the Board at the Annual General Meeting in each year.

XV. At the Annual General Meeting all matters relating to the management and government of the Hospital and Home may be discussed. At least three calendar months' notice in writing shall be given to the Secretary of any motion or resolution to be proposed relating to any matter to be discussed other than such as may arise out of the Report. Special notice shall be given of the nature of any proposed new Bye-law and of the proposed amendment of any existing Bye-law and of any Bye-law proposed to be rescinded.

XVI. A Special General Meeting may be called at any time by the Board and shall be called at the written request of not less than twenty Governors of more than one year's standing addressed to the Secretary and stating specifically the matter which the requisitionists desire to bring before the Meeting. Any such requisition may be contained in one writing, signed by all the requisitionists, or in separate writings, each signed by one or more of the requisitionists. Twenty Governors present in person or by proxy shall be sufficient to constitute a quorum of any General Meeting.

XVII. Annual and Special General Meetings shall be called either by advertisements published in two or more London Daily Morning Papers or by circular sent by post to each Governor at least seven days previously to the day of meeting. Such advertisement or circular shall specify the day, hour and place of meeting and the purpose for which the meeting is called, and no business other than that specified in such advertisement or circular shall be transacted at such meeting.

XVIII. The Treasurer shall be elected at the Annual General Meeting of Governors and shall hold office for one year, but shall be eligible for re-election. Should the office at any time become vacant the Board shall appoint a Treasurer to act until the next Annual General Meeting.

XIX. The Auditors (one at least of whom shall be a Chartered Accountant) shall be appointed by the Governors at the Annual General Meeting, and in case of need at a

Special General Meeting. The Auditors shall examine and vouch the accounts and shall verify the securities of the Hospital and Home at least one week before the Annual General Meeting, and they shall subscribe the accounts before they are submitted to the Governors.

XX. Every eligible applicant shall be subject to careful inquiry and medical examination, and a medical certificate, in the form to be prescribed and furnished by the Board, shall be procured by such applicant, and forwarded complete to the Secretary prior to the issue of every list of candidates for election at which such applicant is a candidate.

XXI. Candidates may remain on the list until elected, and during that time may accumulate their votes, but no candidate may be elected for admission or pension until he or she shall have polled a minimum number of votes to be prescribed by the Board from time to time.* If a candidate, after a number of Elections to be prescribed by the Board from time to time* shall not have registered the prescribed number of votes his or her name shall be removed from the list. Subject and without prejudice to the discretion hereinbefore given to the Board as to the admission of Candidates the name of any candidate who shall have become of unsound mind or an inmate of a lunatic asylum or parish infirmary shall forthwith be removed from the list of candidates.

XXII. If it shall appear, after a candidate has been declared elected, that such election was not fairly obtained or that such candidate was not duly eligible such election shall be void.

XXIV. The Board shall have power to dismiss any inmate of the Hospital and Home or to deprive of the pension any pensioner becoming lunatic, idiotic or violent.

XXV. Should the physical or other condition of any inmate become so altered that in the opinion of the Board the case is no longer suitable for the Hospital and Home the Board shall have power to transfer such inmate to the Pension List.

* The minimum number of votes prescribed is 500 and the number of elections prescribed is ten.

XXVI. In the event of any inmate or pensioner becoming, in the opinion of the Board, so far recovered as to be capable of earning his or her maintenance, the Board shall have power to discharge such inmate, or to discontinue the payment of the pension. Such person, however, shall not be thereby hindered from again enjoying the benefits of the Charity upon satisfactory proof of eligibility being offered to the Board.

XXVII. In the event of any inmate or pensioner becoming possessed of an income sufficient in the opinion of the Board, for his or her maintenance, such inmate or pensioner shall no longer be allowed to be a recipient of the benefits of the Charity.

XXVIII. Any pensioner becoming an inmate of a lunatic asylum, or a parish infirmary, shall cease to be a recipient of the pension. The Board may, however, at their absolute discretion renew the pension without re-election.

XXIX. Upon the election of an inmate and prior to admission, two respectable persons, approved by the Board, shall enter into an engagement for his or her removal from the Institution in any case in which an inmate may be discharged, dismissed or removed, or may otherwise cease to have the privileges of an inmate, and also for his or her removal and burial, in case of death, such engagement to be in the form and to the effect which the Board by their Secretary may direct.

XXX. In the event of the commission by any inmate or pensioner of an act of immorality, or gross misconduct, or in the event of any inmate or pensioner being convicted of any offence against the law of the land, the Board may dismiss such inmate, or may discontinue the payment of any pension, and again at their discretion and pleasure may re-admit such inmate or may recommence the payment of any pension.

XXXI. In the event of any inmate or pensioner, either directly or indirectly, making or receiving any benefit from any public appeal, whether by letter, circular or otherwise, for money or assistance, or applying for any

pension, annuity or benefit to be derived from any other Institution or Charity, without the sanction in writing of the Board, the Board may dismiss such inmate or discontinue the payment of any pension and again at their discretion and pleasure may re-admit such inmate or may recommence the payment of any pension.

XXXII. With a view to the protection of the Charity from imposition, and the preservation of its benefits for the class for which they are intended, the Board may require from inmates and pensioners declaration of their condition in life, and engagements to disclose to the Board any change therein, and such declarations and engagements shall (if required by the Board) be made at such times and in such forms as the Board shall, in its absolute discretion in the interest of the Charity, think expedient.

XXXIII. The Board shall appoint Scrutineers for every election of candidates, and the conduct of the scrutiny shall be regulated by the Board.

II.

SPECIAL NOTICES REGARDING THE ELECTION OF INMATES AND PENSIONERS.

There are two Elections a year, one on the last Friday in May and one on the last Friday in November. The List of Applicants for nomination as candidates for the May Election closes on January 1st, and the List for the November Election closes on July 1st. *The Board can only deal with one Election at a time.* Friends who send in applications for nomination for the May Election *after* the 1st of January must please understand that the papers are held over for the November election; just as friends who send in applications for nomination for the November Election *after* the 1st of July must understand that the papers are held over for the following Election in May.

Many would-be Candidates and their friends write and ask for a Subscribers' List directly they have filled up the Preliminary Form, with a view to canvassing for votes. It is useless to canvass for votes until a Candidate has been

notified that he or she has been accepted by the Board. When the Preliminary Form has been filled up and returned to the Secretary, other forms are sent. When the forms have been completed and considered by the Board, the decision in the matter is always communicated to the Candidate. It should occur to Candidates and their friends that canvassing for votes, before a notification to the effect that a Candidate's name will appear upon the Voting Papers has been received, is a waste of time.

In the event of there being few, if any, vacancies for Patients in the Hospital at the time of the Election, those Candidates for admission who are successful will be received into the Hospital as vacancies occur, in the order in which they appear on the Poll; that is to say, the successful Candidate with the highest number of votes will be admitted first. Those Candidates who are successful at the Election will be granted the Pension until such time as they are received into the Hospital.

No purchase of Votes or issuing of Voting Papers is allowed in the Election Room on the days of the Elections.

III.

RULES FOR THE SUPERIOR STAFF, VIZ., THE SECRETARY, MATRON, ASSISTANT MATRON, STEWARD, MEDICAL OFFICER AND CHAPLAIN.

THE SECRETARY.

1. He will be the Executive Officer and responsible Agent of the Board, and will exercise a general supervision in the several departments. He will be generally responsible for the good order and conduct of the Institution, rectifying errors himself so far as he is able and reporting matters of importance to the Chairman or the appropriate Committee.

2. He will attend meetings of the Board and its Committees and prepare Agenda and Minutes.

3. Except in such classes of cases as may be prescribed by the Board, all correspondence connected with the Institution will be conducted by the Secretary.

4. He will maintain the necessary registers of patients, pensioners, subscribers, legacies, etc., and make the arrangements for the election of beneficiaries and for the Festival Dinner.

5. He will prepare an Annual Report for circulation, and will pay special attention to all measures necessary for obtaining funds for the Institution.

6. He will present to the Finance Committee and the Board at their meetings an abstract showing the financial position up to date.

7. He will be responsible for the correct maintenance of the accounts. All tenders will come to him, all payments for supplies or services will be made under his written orders, and he will see that every invoice is checked.

8. The Head Clerk will be appointed and dismissed by the Board, the Secretary having power to suspend him pending a reference to the Board. The rest of the personnel of the office will be appointed and dismissed by the Secretary.

9. A list of all the Employees of the Hospital will be prepared annually by the Secretary, and the pay and emoluments of all employees will be dealt with as prescribed in the special rules on the subject. (See Heading No. IV below.)

10. When any decoration, structural or other similar work, which involves consultation with, or action by, the Architect, is contemplated with regard to any premises within the Hospital grounds, a copy of the objects of such work, with full details and an estimate of its cost should be circulated by the Secretary to each member of the House Committee at least fifteen days before the meeting of the Committee at which the project is finally discussed.

11. The Secretary's hours of duty will be from 9.30 a.m. to 5 p.m., and on Saturdays to 1 p.m.; and he will spend at the Hospital such part of this time as may be prescribed by the Board.

12. He will not absent himself from office or spend more than one night at a time away from home without the leave of the Board or the Chairman. He will obtain a holiday for five weeks every year at such time or times as may be fixed by the Board.

THE MATRON.

1. The Matron is recognised as the chief resident official, but she and the Steward will each be responsible to the House Committee for the work of their respective departments.

2. She or the Assistant Matron will receive all new patients on arrival. All admissions of new patients, serious accidents to and deaths of patients and accidents to and deaths of the staff will be reported by the Matron, in writing, to the Secretary at once. The Matron will enter in the Patients' Conduct Book any serious case of misbehaviour on the part of a patient, giving dates, details and names of informants and witnesses, and the Conduct Book should be presented to the House Committee weekly.

3. She is responsible for all the nursing and dieting of the Hospital and must see that the directions of the Medical Officer are faithfully carried out. She will personally visit each ward at least twice every week, and more frequently if necessary. In the event of any patient being in such a state of ill-health as to necessitate the presence of the Medical Officer, she will at once summon him. She will also communicate without delay with the relatives or friends of any patient who is seriously ill, and to facilitate this she will keep an up-to-date address book. The Matron or Assistant Matron will, whenever possible, be present at the death bed of patients.

4. She is responsible for the cleanliness and order of the Hospital, for the work and maintenance of the laundry and the kitchen, and for the maintenance of a proper supply of provisions, bedding, linen, crockery, brooms, brushes and

wearing materials (other than the clothes of the male staff). In March of each year she will prepare an inventory of all plate, linen and crockery under her charge.

5. She will submit half-yearly through the Secretary an estimate of the amount of plate, crockery and provisions required during the next six months, and will obtain the orders of the House Committee as to the rates at which they may be purchased. A similar estimate for linen will be submitted to the Linen Committee for orders. For further supplies not covered by the above she will submit requisitions to the House Committee through the Secretary. Her Stamp and Cash Books will be presented monthly to the Secretary who will verify the cash in hand.

6. The female staff of the Hospital (with the exception of the Dispenser) will be appointed by the Matron, and except in the case of a Sister or the Assistant Matron the Matron may for any cause dismiss any of the staff whom she has power to appoint. In the case of an Assistant Matron or a Sister, the Matron may suspend her, reporting the matter to the next meeting of the House Committee. The appointment and dismissal of the Ward Master will rest with the Matron, and she will also have power to recommend to the Steward the dismissal of a male attendant. Any proposals which the Matron may wish to make for altering the prescribed pay of any of the female staff should be submitted to the House Committee in the first week of January.

7. The Matron must be prepared to attend the meetings of the Authorised Lady Visitors when requested by them to do so.

8. She is expected to receive visitors and conduct them over the Hospital, and it is her duty to use every endeavour to further the interests of the Institution.

9. She will take each day the main mid-day meal with the Sisters.

10. She is not permitted to have friends to sleep at the Hospital, nor is she permitted to sleep a night away from the Hospital without the sanction of the House Committee, or, when this cannot be obtained, of the Secretary.

11. She is allowed holidays not exceeding five weeks in the year, but must arrange not to be absent on leave at the same time as the Steward. Not more than four weeks must be taken in one continuous spell. She is also allowed to take one half-day a week, and one week-end (beginning Friday evening and ending in the forenoon of Monday) once a month. Her absence at any time must not coincide with that of the Assistant Matron.

THE ASSISTANT MATRON.

1. The Assistant Matron will assist the Matron in any way that may be required, and in the Matron's absence she will always be on duty and will take entire charge of and responsibility for matters that come under the control of the Matron.

2. She will supervise the work of the female servants and be responsible for the cleanliness of the servants' bedrooms, and all parts of the Hospital excepting the quarters of the male staff. She will take charge of sick maids as required by the Matron.

3. She will be in charge of the crockery, cutlery and glass in use in the different departments of the Hospital. She will also be responsible, under the Matron, for the purchase and distribution of provisions and for the management of the kitchen.

4. She will preside at the Nurses' meals and at the male patients' dinner table.

5. She will report any irregularity to the Matron, maintain quiet and orderly behaviour in the Hospital, and help in endeavouring to prevent any waste of gas, electric light, water, coal and stores.

6. She will assist the Matron in correspondence and bookkeeping as may be required.

7. She will not entertain visitors in her own apartments without the permission of the Matron.

THE STEWARD.

1. The Steward is responsible under the Secretary for the inspection and maintenance of the fabric of the buildings, as well as the tanks, boilers, furnaces, machinery

and all furniture and fittings (including those in the laundry and the kitchen), and will present an inspection report once a month to the Secretary. Should any repairs be urgent he will report at once to the Secretary, who will have power to carry them out, notifying the House Committee at the next meeting.

2. An inventory of the furniture will be prepared by him in March of each year. Any furniture presented by donors will be inspected by the Steward in consultation with the Matron and report will be made to the Secretary regarding any such furniture as it is not thought desirable to retain.

3. The Steward will be responsible for the supply and consumption of coal, and he will maintain the supply of gas and electricity and will submit a weekly return of their consumption. He is also responsible for the supply of all articles for the Hospital and not obtained by the Matron or Medical Officer. He will submit half-yearly an estimate of the coal and coke required during the next six months and will obtain orders as to the rates at which they may be purchased. For further supplies not covered by these orders he will submit requisitions through the Secretary. His Cash Book will be presented weekly to the House Committee.

4. He is responsible for the engagement and control of the Engineering, Repairing and Decorating Staffs, as well as the other indoor and outdoor male staff of the Hospital, other than the Ward Master. The male staff, except as otherwise provided, will be appointed and may be dismissed by the Steward, but the Matron will be consulted as to the appointment or dismissal of the male attendants. In the case of the Head Gardener and the Head Attendant the power of appointment and dismissal will rest with the House Committee, the Steward having power in case of urgency to suspend the Head Gardener or the Head Attendant, reporting the matter to the next meeting of the House Committee.

5. Any proposals which the Steward may wish to make for altering the prescribed pay of any of the male staff should be submitted to the House Committee in the first week of January.

6. The Steward will be responsible for the cleanliness of the male quarters other than the patients' wards. He will see that the male staff have regular fire drill and he will supervise the work of the night watchman, making inspections at irregular intervals. He will himself be present in his office daily (Sundays excepted) between 10 a.m. and 11 a.m. and at such other hours as prescribed from time to time by the Secretary. Should any unusual circumstance necessitate his absence during such hours, he will report to the Matron the place where he can be found and the approximate length of time he will be away from his office. When he is absent from the Hospital, either the Head Porter or the Head Attendant should be present.

7. He is not permitted to have friends to sleep at his house without the sanction of the House Committee, or, when this cannot be obtained, of the Secretary.

8. He is allowed a holiday not exceeding five weeks in the year, but must arrange not to be absent on leave at the same time as the Matron.

THE MEDICAL OFFICER.

1. The Medical Officer is responsible for the proper medical and surgical treatment of all the patients and resident staff of the Hospital.

2. When a new appointment is made to the post of Secretary, Matron, Assistant Matron, Sister or Steward, the appointment will be made subject to medical examination by the Medical Officer, who will report to the House Committee.

3. The Medical Officer will make a report in writing to the House Committee on each new patient on arrival.

4. A record of every patient treated by the Medical Officer must be kept on the cards provided for the purpose, and a report should be made every Wednesday to the House Committee on all patients who are markedly in ill health.

5. Every bedridden patient should be visited by the Medical Officer at least once a week and every other patient whether actually on the sick list or not should as far as possible be seen by him once every ~~week~~ *quarter*.

6. He will report to the Committee any patient who may have so far recovered as to be able to earn his own living, either partially or otherwise.

7. A list of all patients receiving special diets will also be kept and the total number reported to the Committee.

8. He will have sole charge of the drugs and medical appliances, and drugs will be dispensed by him and by the qualified Dispenser only. Fresh supplies of drugs will be obtained under his orders. For the purchases of other medical requisites he will obtain the orders of the House Committee.

9. On the occurrence of a vacancy in the post of Dispenser, he will appoint a successor. If any change in the rate of pay is proposed, the sanction of the House Committee should be obtained.

10. He will attend daily (Sundays excepted) between 11 a.m. and 1 p.m. and at such times as the condition of any patient or member of the Resident Staff may require.

11. The Medical Officer is allowed a holiday not exceeding five weeks in the year.

THE CHAPLAIN.

1. The Chaplain will read prayers every weekday morning at 11.30 and every evening at 6 o'clock, except on the 1st, 3rd, 4th and 5th Friday evenings in each month. On the 2nd Friday there is an evening service with address.

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

2. On Sunday morning there will be Holy Communion twice in each month at 11.30; also on Christmas Day, Ascension Day and Great Festivals. On Sundays when there is not a Communion Service there will be Morning Prayer and an address at 11.30 a.m. Evening services will be held at 4 o'clock on each Sunday.

Holy Communion should be administered to every inmate who desires it at least once every fortnight.

3. The Chaplain will visit inmates daily.

4. Permission to cancel a service or the daily visit by the Chaplain can only be given by the House Committee,

or in the case of immediate necessity by the Secretary, who will report the circumstances at the next meeting of the Committee.

5. The Chaplain is allowed a holiday not exceeding five weeks in the year.

6. His salary is met in part from an endowment made in 1901 and 1905, and the conditions of the endowment are shown in the following extract :—

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 ministrations, 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 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.

IV.

THE PAY AND EMOLUMENTS OF EMPLOYEES.

1. The table appended shows the pay and emoluments now fixed for the various full-time employees of the Board.

2. A bonus or present for special work or on a special occasion may be granted to any employee, though only in rare cases and as an exceptional measure for specially meritorious work.

3. The list of employees will be revised by the Secretary annually and a printed copy, which has been brought up to date, sent to each member of the Board not later than the end of February in each year.

4. In addition the Secretary will maintain in the office in convenient form a complete history sheet of every employee of the Board, without exception, who has been in its employment for over one year. In that history sheet should be entered all such details as are contained in the list referred to in Rule 3 above, with the date of birth in each case. When any employee is approaching the age of 60, the Secretary will report to the Board six months before the event.

5. When any change of pay or emoluments (by way of addition or reduction) or any grant of money other than pay or emoluments, is put up for orders of the Board or Committee, the Secretary (or official presenting the proposal) will simultaneously present the completed history sheet of the person concerned for the inspection by the Board or Committee.

6. The Secretary will at the same time state the total or total annual cost of each such proposal.

7. Any such proposal as is referred to in Rule 5 above, as well as any proposal for the payment of extra fees to any person to whom fees are usually paid, shall be finally decided by the Board or Committee concerned at a meeting subsequent to that at which the proposal is made and not at the same meeting.

8. It is the duty of the Secretary at all times to see whether any action or resolution of the Board or any of its Committees infringes on or conflicts with any standing rule. If such infringement or conflict appears to occur, the Secretary will at once, or at the latest at the next meeting of the

Board or Committee concerned, draw attention to the rule affected and ask for such confirmation or review as may appear necessary before action is taken. If the matter be urgent, the special orders of the Chairman will be obtained at once by the Secretary and these reported at the next meeting.

STANDARD PAY OF WHOLE-TIME EMPLOYEES.

(1) POSTS PAID AT ANNUAL RATES.

Post	Pay Range	Notes
Secretary	750-900	Season Ticket.
Chaplain	500-750	On the appointment of a successor a rate of pay will be determined subject to a maximum of £450.
Medical Officer	450	
Matron	300-10-400	Board and Quarters free. £15 for Uniform.
Assistant Matron	150-10-200	Board and Quarters free. £10 for Uniform.
Steward	250-25/3-375	Emoluments: House, Rates, etc., Coal, Electricity and Gas.
Masseuses	—	Pay decided according to circumstances. Part Board allowed.
Chief Clerk	350 maximum	For future incumbents a maximum of £3 a week.
Other Clerks	300 maximum	
Stenographer	—	
Sister Housekeeper	110-10-160*	Board, Quarters and Uniform free.
Home Sister	120-10-160*	Board, Quarters and Uniform free.
Other Sisters	90-5-120	ditto.
Staff Nurses	60-5-80	ditto.
Nurses	30-5-50	ditto.
Ward Master	182-10-110	Part Board allowed.
Head Attendant	95	Board, Quarters and Uniform free.
Attendants	70-5-40	Present incumbent draws £105.
Married Attendants	£3 2s. per week	Board, Quarters and Uniform free.
Head Porter	65-1-75	Mid-day meal and Uniform free.
Porters	50-55	ditto.
Head Lady Cook	80-10-120 125	Board, Quarters and Uniform free.
Asst. Lady Cook	65-5-75	No standard fixed at present.
Second Asst. Cook	—	Board, Quarters and Uniform are free.
Kitchenmaid	—	Ditto. No pay fixed.
Head Laundress	60-2 1/2-70	Board and Quarters free.
Second Laundress	45	ditto.
Laundry Maids	—	ditto. No pay fixed; run from £22 to £36.
Head Sewing Maid	45-2-55	Board and Quarters free.
Matron's Maid	—	ditto. Pay according to experience.
Other Maids	30-2-40	Board and Quarters free.

*With additions for extra qualifications.

(2) POSTS PAID BY THE WEEK.

The pay can be fixed by the House Committee up to £4 10s. od. a week including emoluments; the following are the sums now drawn:—

Post	Pay	Notes
Night Attendant	60 0	Board free.
Gate Porter	30 9	Emoluments: House, Coal, Electricity, Gas, Wireless and Uniform, valued at £35 p. a.
Night Watchman	57 6	Breakfast and Dinner free.
Baker	60 0	Breakfast, dinner and tea free.
Engineer	85 0	Breakfast and dinner free.
Assist. Engineer	60 0	ditto.
Laundryman	55 0	ditto.
Laundry Engineer	60 0	
Stoker	55 0	Breakfast and dinner and tea free.
Painter	70 0	
Painter's Labourer	57 6	
Carpenter	75 0	
Carpenter's Mate	57 6	
Relief Man	35 0	
Head Gardener	65 0	Emoluments: House, Gas, Coal and Wireless.
Two Gardeners	57 6	
Gardener	50 0	

The Hospital pays Health and Unemployment Insurance and Superannuation provision contributions where due.

V.

THE RETIREMENT AND PENSIONS OF EMPLOYEES.

1. The normal age of retirement of employees will be 60, but the Board has the right to retain the services of an employee until 70 if it so desires, annual extensions of service being made from the age of 60 years.

2. No pensions will be provided for half-time or temporary employees.

3. The pensions of the Chaplain and Steward are governed by special rules passed in October, 1930, under which employees who retire at the age of 60 or over and who have completed 15 years' service in any position in the employment of the Board will be granted, at the discretion of the Board, a pension calculated as follows on their average pay and emoluments for the last three years before retirement:—viz., 10/30ths for 15 years' service, 11/30ths for 16, 12/30ths for 17, 13/30ths for 18, 14/30ths for 19, and 15/30ths for 20 years or over.

4. Employees who are under the Federated Superannuation Scheme introduced in October, 1931, will draw pension under that Scheme and all employees joining after that date to whom the Scheme is applicable, are

obliged to join the Scheme and are governed by it. The question whether the present Chaplain's successor comes under the Federated Superannuation Scheme will be decided when the vacancy arises.

5. Employees to whom the Federated Superannuation Scheme was applicable in October, 1931, but did not exercise the option of joining it, will, if they are over 60 years of age on retirement and have served 15 years, be entitled at the discretion of the Board to pensions representing the following fractions of the average pay and emoluments drawn by them during the last 3 years of their services, viz. :—after 15 years' service 10/30ths, after 17 years 11/30ths, after 19 years 12/30ths, after 21 years 13/30ths, after 23 years 14/30ths, and after 25 years 15/30ths.

6. Other employees if they are 60 years of age on retirement and have served 15 years, will be entitled, at the discretion of the Board, to Pensions on the scale laid down in Rule 5, subject to the proviso that no employee will obtain a pension from this Institution exceeding 30s. a week.

7. A valuation of "emoluments" for the purpose of the above Rules will be made and maintained with the approval of the Board. The valuation in force is as follows :—

Equivalent
in £'s.

Ward Sisters. Board, quarters and Uniform	...	60
Steward. House, coal, electricity, and gas	...	60
Nurses, attendants, porters, cooks and kitchenmaids, housemaids, and laundrymaids. Board, quarters, and uniform	...	50
Gate Porter. House, coal, gas, electricity and uniform	...	25
Head Gardener. House, coal and gas	...	50
Engineer, Assistant Engineer, Laundryman, Night Watchman, Stoker, and Baker. Breakfast, dinner, and, in some cases, tea	...	20

The following are not to count as emoluments, viz. :—Health and Unemployment Insurance payments, accommodation outside the premises, cost of travel, and use of wireless.

Officers, Administrative and Trained Staffs.

In cases of illness among the executive officers, administrative and trained staffs or heads of departments (e.g., Head Gardener, Head Laundress, Ward Master, Head Attendant), they will receive full salary for one month, after deduction, where applicable, of National Health Insurance Sick Benefit payments, after which time each case will be reviewed on its merits and a decision arrived at according to circumstances.

of National Health Insurance sick benefit payments and half-pay for the third and fourth weeks, retaining their sick benefit money during this period.

Indoor Servants.

1. Servants who have served 15 years and upwards will, if treated and fed in this Institution during absence from duty, receive full wages for the first two weeks ~~and forfeiture of~~ National Health Insurance sick benefit payments. Wages for the third, fourth, fifth and sixth weeks of absence will not be paid during this period, but sick benefit payments may be retained by the employee.

If treated at home or in another hospital, they will come under Rule 1 for outdoor servants.

2. Servants with under 15 years' service will, if treated and fed in this Institution during absence from duty, receive full wages for one week ~~and forfeiture of~~ National Health Insurance sick benefit payments. Wages for the second, third and fourth weeks of absence will not be paid during this period, but sick benefit payments may be retained by the employee.

If treated at home or in another hospital, they will come under Rule 2 for outdoor servants.

NOTE.—The following are the minimum benefits payable to employees absent sick, counted as from the fourth day of sickness. These payments are those actually paid by the Prudential Assurance Company at present :—

MEN—3s. a day for six days a week	...	18s.
SINGLE WOMEN—2s. a day for six days a week	...	12s.
MARRIED WOMEN—1s. 8d. a day for six days a week	...	10s.

VII.

AUTHORISED LADY VISITORS.

1. The Authorised Visitors shall be at liberty to visit the Patients at all reasonable times.

2. If they should hear of any matter which seems to require the attention of the Staff, they should record the facts in writing and deposit the written record in the letter box of the Matron's study.

It will generally be found advisable to consult the Matron in the first place on any domestic matter, as she is in immediate charge of the Hospital.

3. The House Committee will gladly receive a deputation from the Authorised Visitors on any Wednesday by appointment duly made with the Secretary in writing.

4. The Authorised Visitors shall have power to add to their number on the understanding that any names proposed by them be submitted beforehand to the Board of Management.

VIII.

RULES FOR PATIENTS.

Visiting.

1. Patients may be visited as follows :—

On Saturdays, 2 to 5.30 p.m.

On other days, 2 to 5 p.m.

Parcels containing cake, fruit, jam, eggs, &c., are permitted ; but meat, fish and tinned foods are prohibited.

Leave from the Hospital with Matron's permission.

2. (a) *From 1st April to 30th September :—*

(i) For patients able to go out unattended :

On Sundays, 9 a.m. to 12.45 p.m. and 2 p.m. to 5 p.m.

On week-days, 9 a.m. to 12.45 p.m. and 2 p.m. to 7 p.m.

(ii) For attended patients :—

On Sundays, 9 a.m. to 12.45 p.m. and 2 p.m. to 4 p.m.

On week-days, 9 a.m. to 12.45 p.m. and 2 p.m. to 7 p.m.

(b) *From 1st October to 31st March :—*

As above, except that all patients must return on week-days by 4.45 p.m. unless special permission has been given.

Temporary Absence from Hospital.

3. Absence for one night may be granted by the Matron. Longer absence must have the previous sanction of the House Committee. In every case the name and postal address of the friends to be visited must be given to the Matron.

Complaints and Requests.

4. Any Patient may make a complaint or request to the Matron, the Medical Officer, or the Secretary. If an enquiry into a complaint is desired, information should be given promptly in order to facilitate investigation. Any letter respecting a complaint or request should be addressed to the Secretary, in order that, if necessary, a preliminary investigation may be made before the next meeting of the House Committee.

Clothing and Personal Effects.

5. Every Patient is required :—

(i) To provide him or herself with all necessary clothing ; to keep it in good repair and to be suitably attired throughout the day.

(ii) To have his or her own laundry book for personal articles.

(iii) To have all these articles plainly marked.

(iv) To send nothing to the laundry unless it is entered in the laundry book.

- (v) To refrain from bringing to the Hospital any linen (except extra pillow cases), mattresses, pillows, eiderdowns, or blankets. Chairs and cushions may be brought.
- (vi) To keep their presses locked. On admission, each Patient will receive a key for the press. One shilling will be charged for replacement of a lost key.

The Committee does not hold itself responsible for, and will not replace, any lost personal property.

Furniture and Clothes Boxes.

6. No article of furniture (other than chairs) and no clothes box may be introduced without the permission of the Matron. Any such box or trunk brought into the Hospital shall not exceed 36 inches in length, 24 inches in height and 21 inches in width. The owner's name must be painted on at each end.

The Head Attendant only is allowed to go into the Male Patients' box room. When clothing from a box is required, the box must be both opened and locked in the presence of the owner.

Bed Time.

7. Patients must retire to bed not later than 8 p.m. Male Patients must be in bed by 8.30 p.m., when the Attendants go off duty.

All lights must be extinguished at 9 p.m.

Helpless Patients are required to retire to bed at any time after 6 p.m., when the Attendants or Nurses shall be ready for them.

Miscellaneous.

8. Patients are forbidden:—

- (i) To delay in the corridors or to linger, whether in their chairs or walking in the vicinity of the Entrance Lodge, either inside or outside the grounds.

- (ii) To go out in any chairs except those specially assigned to them.
- (iii) To visit any public house.
- (iv) To bring, or to cause to be introduced, into the Hospital, any intoxicating liquor or drug, or to take, personally, any medicine other than such as is prescribed in each case by the Medical Officer.
- (v) If Male Patients, to enter the wards used by the Female Patients; and, if Female Patients, to enter the wards used by the Male Patients.
- (vi) In the case of Male Patients, to visit their bedrooms during the day without permission.
- (vii) To absent themselves from meals without the Matron's permission.
- (viii) To interfere with the fires or to remove the fire-guards.
- (ix) To give a present, either in kind or money to any Member of the Staff.
- (x) To indulge in betting.
- (xi) To smoke anywhere in the Hospital Premises, except in the grounds, verandahs, and room set apart for the purpose.

IX.

RULES FOR NURSES.

1. The Nurses (Probationers) receive a most useful preliminary training in the washing, dressing, feeding and lifting of helpless and crippled Patients, and in keeping them free from bed-sores. They have on an average five Patients to attend, and their ward to keep tidy. The ward-maids sweep and wash the floors.

2. They are under the control of the Matron. The Ward Sisters teach the practical details of nursing; instruction is also given by lectures.

3. Nurses come for two months on trial. If found suitable they must sign on for two years.

4. A certificate is given at the end of two years' service, a bronze medal after three years' service, and a silver medal after five years' service.

5. The off-duty time is two half-hours daily, one day off a week, and three weeks' annual holiday.

6. A Church of England service is held at 11 a.m. and 4 p.m., and a service for other Denominations at 6.30 p.m. every Sunday. Holy Communion is celebrated for the Staff at 6.30 a.m. at Holy Trinity Church, West Hill, on the fourth Sunday of the month.

7. Nurses are strictly forbidden :—

- (1) To smoke in any part of the Hospital when on duty. Smoking is only permitted when off duty, in the rooms set apart for that purpose.
- (2) To borrow money or articles of any description from patients.
- (3) To accept gifts, either in money or kind, from patients.
- (4) To loiter in Patients' Sitting Rooms when on duty.
- (5) To converse with Attendants or any of the Male Staff except on actual duty matters.
- (6) To gamble, or to promote or take part in sweepstakes or lotteries.
- (7) To bring alcoholic liquors of any description into the Hospital.
- (8) To interfere with any electrical or other fittings.
- (9) To remove articles of crockery, cutlery, etc., from their Dining Room, or bedrooms.

8. Nurses are expected at all times :—

- (1) To be cheerful and sympathetic towards their patients.
- (2) To be courteous and helpful to visitors.
- (3) To observe strict economy in the use of lights and gas fires.
- (4) To take a personal pride in their appearance. Strict cleanliness and tidiness in dress, and in person, are essential.

- (5) To leave their beds made up and their bedrooms tidy and ready for inspection daily at the appointed hour.

X.

RULES FOR ATTENDANTS.

Attendants are under the direct orders of the Sister Wardmaster for nursing duties.

They are to be ready for duty at 7.0 a.m. and proceed to their various wards, wash, dress and prepare Patients for breakfast.

They are to prepare breakfast for Patients who breakfast in wards, and feed them.

They are to proceed to the dining room, wait at table, etc., then attend to the various day-rooms or lavatory, if necessary.

They are to proceed to ward, and after the Patients are ready, make beds and sweep and dust the ward till 10.45 a.m.

Attendants as detailed then to go direct to the ladies' lift and wheel Patients to various sitting rooms and verandahs, which they partake of lunch and finish any work that has to be done in wards.

They are to wash and dress Patients in readiness for dinner. They are to wheel ladies from sitting rooms and verandahs to dining room, after which wheel gentlemen to their dining room and wait at table at 12.45. Wait at table, and feed patients, when necessary.

After dinner wheel Patients to sitting rooms, verandahs, and into grounds, when asked, and then get own dinner ready at 1.55, after which attendants are off duty till 4 p.m.

One attendant (in rotation) who will be on Corridor duty upstairs.

At 4 p.m. all Attendants wheel patients from various rooms to lift, and from lift to various wards, and dining rooms. Wait at table and feed, when necessary. After

that time wheel chairs to different sitting rooms, etc. Attendants have their own tea and at 6 p.m. go upstairs to ward to attend to those Patients who desire to go to bed or to be given a bath.

At 7 p.m. wheel male patients to dining room for supper, and female patients to lifts and from lift to various wards.

It was agreed that, in future, the Ward Master and the Head Attendant are not to be absent on leave at the same time. (House Committee Minutes, 17.9.41.)

3. Nurses come for two months on trial. If found suitable they must sign on for two years.

4. A certificate is given at the end of two years' service, a bronze medal after three years' service, and a silver medal after five years' service.

5. The off-duty time is two half-hours daily, one day off a week, and three weeks' annual holiday.

6. A Church of England service is held at 11 a.m. and 4 p.m., and a service for other Denominations at 6.30 p.m. every Sunday. Holy Communion is celebrated for the Staff at 6.30 a.m. at Holy Trinity Church, West Hill, on the fourth Sunday of the month.

7. Nurses are strictly forbidden :—

- (1) To smoke in any part of the Hospital when on duty. Smoking is only permitted when off duty, in the rooms set apart for that purpose.
- (2) To borrow money or articles of any description from patients.
- (3) To accept gifts, either in money or kind, from patients.
- (4) To loiter in Patients' Sitting Rooms when on duty.
- (5) To converse with Attendants or any of the Male Staff except on actual duty matters.
- (6) To gamble, or to promote or take part in sweepstakes or lotteries.
- (7) To bring alcoholic liquors of any description into the Hospital.
- (8) To interfere with any electrical or other fittings.
- (9) To remove articles of crockery, cutlery, etc., from their Dining Room, or bedrooms.

8. Nurses are expected at all times :—

- (1) To be cheerful and sympathetic towards their patients.
- (2) To be courteous and helpful to visitors.
- (3) To observe strict economy in the use of lights and gas fires.
- (4) To take a personal pride in their appearance. Strict cleanliness and tidiness in dress, and in person, are essential.

- (5) To leave their beds made up and their bedrooms tidy and ready for inspection daily at the appointed hour.

X.

RULES FOR ATTENDANTS.

1. Attendants are under the direct orders of the Sister and Wardmaster for nursing duties.

2. They are to be ready for duty at 7.0 a.m. and proceed to their various wards, wash, dress and prepare Patients for breakfast.

Prepare breakfast for Patients who breakfast in wards, at 7.30, and feed them.

Proceed to the dining room, wait at table, etc., then wheel Patients to the various day-rooms or lavatory, if necessary.

Proceed to ward, and after the Patients are ready, make beds and sweep and dust the ward till 10.45 a.m.

Attendants as detailed then to go direct to the ladies' lift and wheel Patients to various sitting rooms and verandahs, after which they partake of lunch and finish any work that may have to be done in wards.

Wash and dress Patients in readiness for dinner. Wheel ladies from sitting rooms and verandahs to dining rooms, after which wheel gentlemen to their dining room for dinner at 12.45. Wait at table, and feed patients, when necessary.

After dinner wheel Patients to sitting rooms, verandahs, etc., or into grounds, when asked, and then get own dinner at about 1.55, after which attendants are off duty till 4 p.m. except one attendant (in rotation) who will be on Corridor duty upstairs.

At 4 p.m. all Attendants wheel patients from various places to lift, and from lift to various wards, and dining rooms. Wait at table and feed, when necessary. After tea wheel chairs to different sitting rooms, etc. Attendants then have their own tea and at 6 p.m. go upstairs to ward with those Patients who desire to go to bed or to be given a bath.

At 7 p.m. wheel male patients to dining room for supper, and lady patients to lifts and from lift to various wards.

The Attendants then go to their own supper, after which the remainder of male patients are wheeled to lift and taken to various wards, put to bed, and ward left clean and tidy for the night, the duties usually being completed about 8.30 p.m.

3. Each Attendant has to do one week's morning Corridor duty, in rotation, as arranged.

4. One Attendant has to attend Afternoon Service each Sunday.

5. Full uniform is to be worn every afternoon and on all special occasions, such as Founders' Day, Sale of Work, or Concert. White collars, black ties and dark socks are to be worn on duty.

6. All Patients' chairs are to be kept clean and tidy and to be put out every Friday evening if they require oiling, etc.

7. All Attendants are required to answer fire alarm when rung.

8. Attendants are not permitted to visit their cubicles or recreation rooms during duty hours.

9. Rules 7 and 8 under Rules for Nurses apply *mutatis mutandis* to Attendants.

XI.

RULES FOR THE HEAD GARDENER.

1. The Head Gardener will be responsible for the general upkeep of the Hospital gardens, glasshouses, sheds, orchard, farm lands, roadways and pathways, Tennis Courts and the care of garden tools and appliances.

2. His immediate superior officer is the Steward; but any orders given directly by the Garden Sub-Committee in regard to technical matters, such as planting, improvement or development of the gardens and their contents, may be carried out without reference to the Steward, provided that the Steward is informed of the order in question.

3. The Head Gardener will submit to the Steward at proper times, lists of seeds, plants and other articles required for the maintenance of his charge, as indicated in Rule 1 above.

4. He will maintain due control of the garden staff employed under him, and will assign to each man his daily duties.

5. He will immediately report to the Steward any irregularity, insubordination or incompetence of the staff under him.

6. He will not permit any patient or member of the subordinate staff of the Hospital on the farm lands or orchard, without the express permission of the Steward, Secretary or Committee.

7. He will obtain the permission of the Steward before entertaining any visitors to sleep at the Gardener's Cottage.

8. He will be entitled each year to a holiday on full wages of fourteen days, to be taken at such time or times as he can conveniently be spared.

XII.

RULES FOR CONTROL OF LINEN.

1. An estimate of the amount of linen required during the next six months will be submitted by the Matron half-yearly to the Linen Committee for their detailed consideration, and recommendations to the House Committee.

2. The Secretary will then issue tenders for a six months' supply of linen on the orders of the House Committee.

3. For further supplies not covered by the above, the Matron will submit requisitions through the Secretary to the House Committee.

The following orders were passed with the approval of the House Committee on 25th March, 1936.

4. Stocktaking shall be carried out once a year.

5. A linen stock book should be kept and all articles and material received and issued should be entered.

6. A sufficient supply of all necessary articles should be issued to the Sister in charge of each floor, or department, and should be clearly marked with the number of floor, or department.

7. Linen needing repair, or replacement, should be sent to sewing-room to be mended, or replaced, as considered necessary by Matron or Assistant Matron.

8. All linen past repair should be inspected by Linen Committee before being disposed of and such inspection should be carried out at least once in three months.

9. Any considerable damage to linen should be reported to Matron.

10. Mattresses and pillows should be dated when last cleaned and re-made.

11. Patients' own property cannot be replaced by the Hospital.

XIII.

THE BURIAL OF PATIENTS.

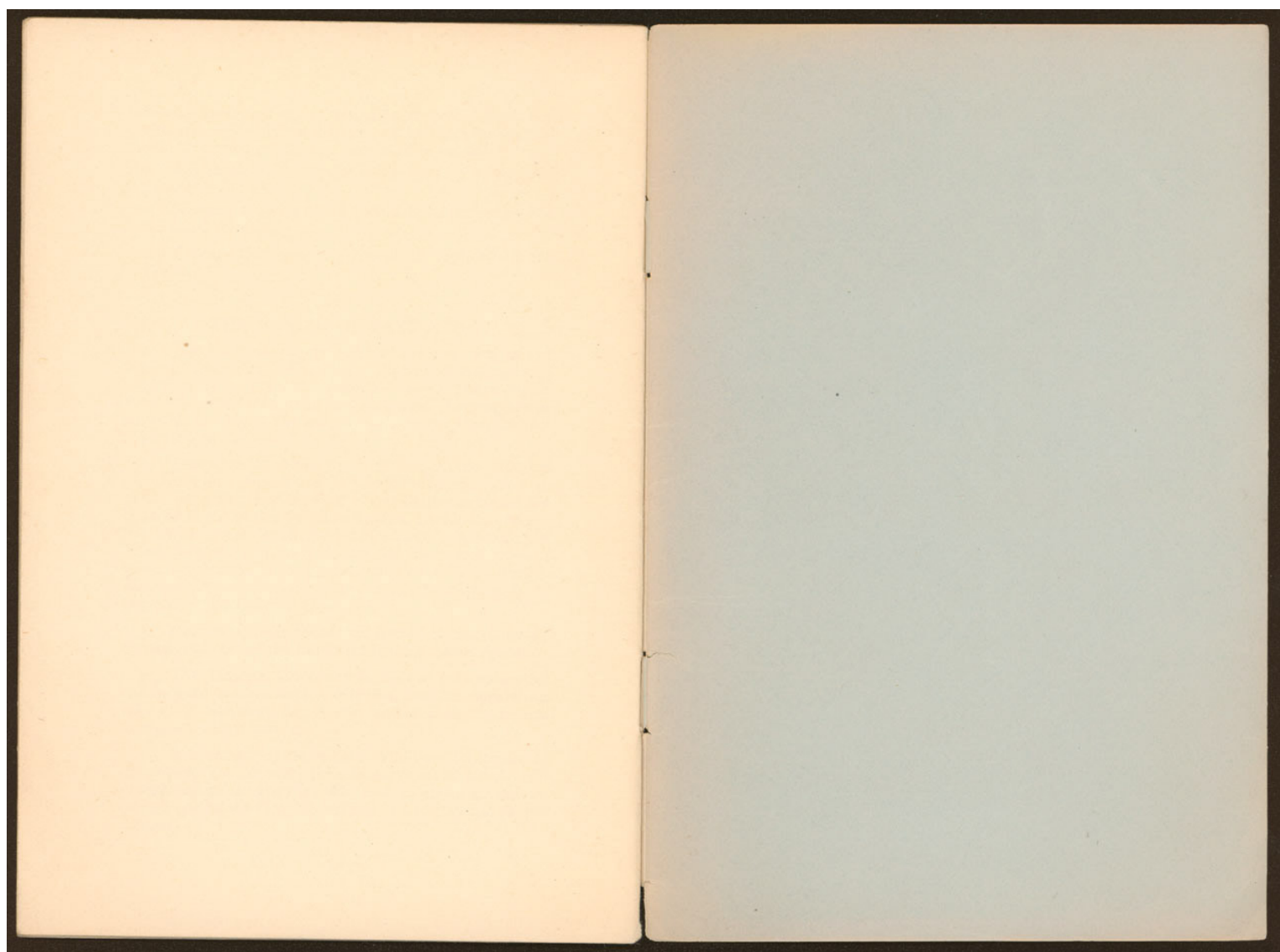
1. The Hospital has no fund which bears the cost of Patients' interment. The House Committee has reserved a plot of ground in the Putney Vale Cemetery where Patients, at their own wish, may be buried, if arrangements are made in time. The cost of burial in the Hospital plot is about £13 13s. od.

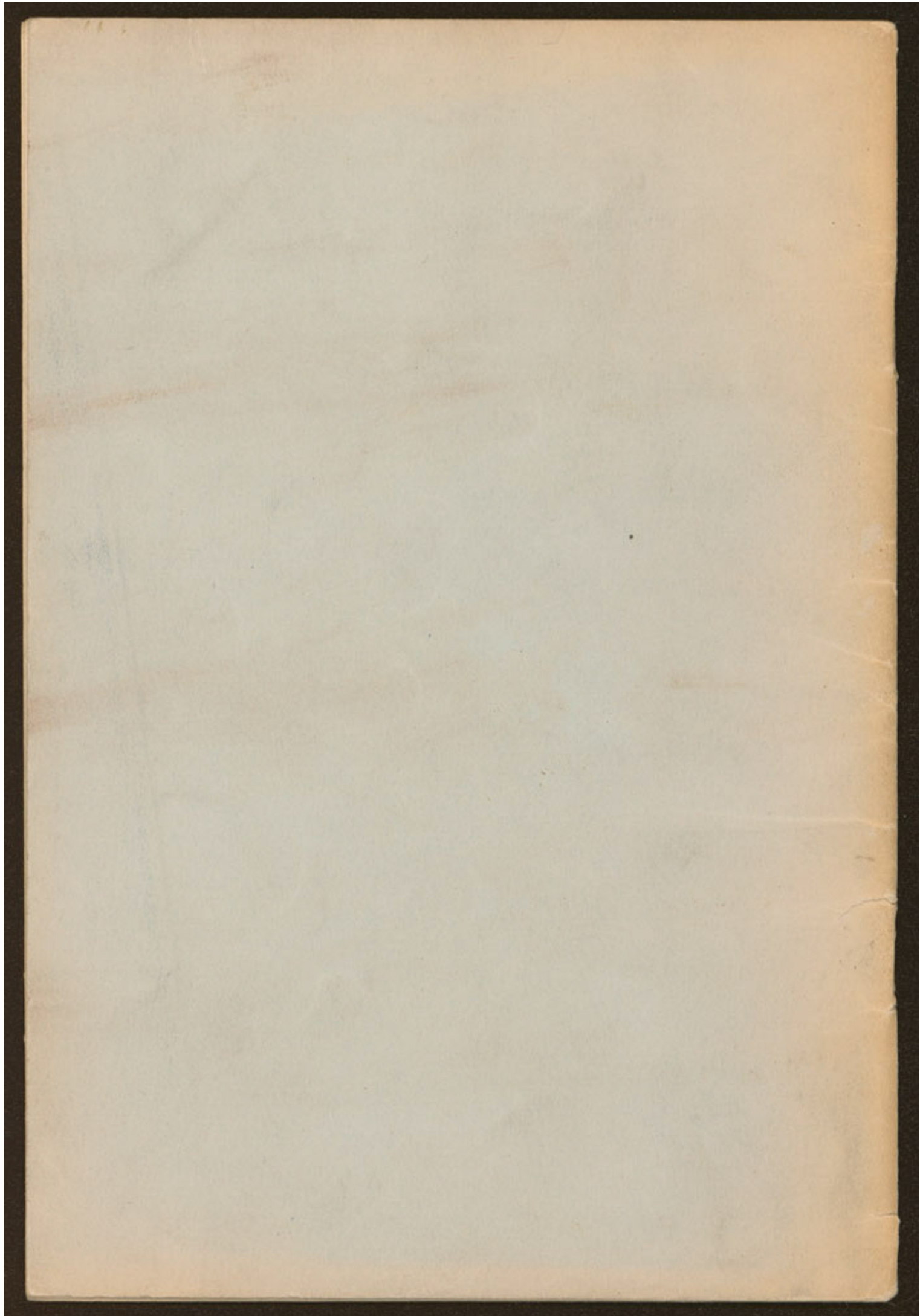
2. Patients who desire to be buried in the Hospital plot, and their friends, must please understand that all graves are alike. For the sake of economy, two bodies are interred in one grave, but, if so desired, friends may secure the whole grave at an increased charge. A small and simple headstone is erected, and the inscription upon it must, necessarily, be very brief (not exceeding 20 words). Elaborate headstones and curbs are not permissible if the grave is in the Hospital plot.

3. Patients or their friends are invited to contribute £1 towards the cost of the headstone if their means permit.

4. The Hospital Governors in no way seek to control the funeral arrangements of Patients, and interments can take place wherever the Patient or the Patient's friends arrange—at their own cost.

5. It is customary for patients who have the means to *deposit* with the Secretary the necessary cost of burial. An official receipt is given for this, and all arrangements are carried out by the Hospital officials in a seemly and proper manner.





ROYAL HOSPITAL & HOME
FOR INCURABLES, PUTNEY

Incorporated by Royal Charter

HANDBOOK OF RULES

1st January, 1944.

RHN/PU/1/2/3

Handbook of the Royal Hospital and Home for Incurables, Putney.

*(being a collection, with some alterations, of the various
existing rules in force at the beginning of the year 1944)*

1. Special Notices regarding the Election of Inmates and Pensioners.
2. Rules for the Superior Staff: viz., the Medical Officer, Chaplain, Secretary, Matron, Assistant Matron, and Steward.
3. The pay and Emoluments of Employees.
4. The Retirement and Pensions of Employees.
5. Wages to Employees absent Sick.
6. Holidays for Employees.
7. The authorised Lady Visitors.
8. Rules for the Patients.
9. Rules for Nurses.
10. General Daily Duty of Attendants.
11. Rules for the Head Gardener.
12. Rules for the Control of Linen.
13. The Burial of Patients.

I.

SPECIAL NOTICES REGARDING THE
ELECTION OF INMATES AND PENSIONERS.

There are two Elections a year, one on the last Friday in May and one on the last Friday in November. The List of Applicants for nomination as candidates for the May Election closes on January 1st, and the List for the November Election closes on July 1st. *The Board can only deal with one Election at a time.* Friends who send in applications for nomination *after* the 1st of January must please understand that the papers are held over for the November election; just as friends who send in applications for nomination *after* the 1st of July must understand that the papers are held over for the following Election in May.

Many would-be Candidates and their friends write and ask for a Subscribers' List directly they have filled up the First Form, with a view to canvassing for votes. It is useless to canvass for votes until a Candidate has been notified that he or she has been accepted by the Board. When the First Form has been filled up and returned to the Secretary, other forms are sent. When *all* the forms have been completed and considered by the Board, the decision in the matter is always communicated to the Candidate. It should occur to Candidates and their friends that canvassing for votes, before a notification to the effect that a Candidate's name will appear upon the Voting Papers has been received, is a waste of time.

In the event of there being few, if any, vacancies for Patients in the Hospital at the time of the Election, those Candidates for admission who are successful will be received into the Hospital as vacancies occur, in the order in which they appear on the Poll; that is to say, the successful Candidate with the highest number of votes will be admitted first. Those Candidates who are successful at the Election will be awarded a Grant at the rate of £42 per annum, until such time as they are received into the Hospital.

No purchase of Votes or issuing of Voting Papers is allowed in the Election Room on the days of the Elections.

II.

RULES FOR THE SUPERIOR STAFF, VIZ.,
MEDICAL OFFICER, CHAPLAIN, SECRETARY,
MATRON, ASSISTANT MATRON AND STEWARD.

THE MEDICAL OFFICER.

1. The Medical Officer is responsible for the proper medical and surgical treatment of all the patients and resident staff of the Hospital.
2. When a new appointment is made to the post of Secretary, Matron, Assistant Matron, Sister or Steward, the appointment will be made subject to medical examination by the Medical Officer, who will report to the House Committee.
3. The Medical Officer will make a report in writing to the House Committee on each new patient on arrival, and will see that all new patients are seen by the Dentist at the first opportunity after their arrival and a report submitted if necessary on their dental condition.
4. A record of every patient treated by the Medical Officer must be kept on the cards provided for the purpose, and a report should be made every Wednesday to the House Committee on all patients who are markedly in ill health.
5. Every bedridden patient should be visited by the Medical Officer at least once a week and every other patient whether actually on the sick list or not should as far as possible be seen by him once every quarter.
6. He will report to the Committee any patient who may have so far recovered as to be able to earn his own living, either partially or otherwise.
7. He will have sole charge of the drugs and medical appliances, and drugs will be dispensed by him and by the qualified Dispenser only. Fresh supplies of drugs will be obtained under his orders. For the purchases of other medical requisites he will obtain the orders of the House Committee.

8. On the occurrence of a vacancy in the post of Dispenser, he will appoint a successor. If any change in the rate of pay is proposed, the sanction of the House Committee should be obtained. In conference with the Matron he should make the final selection when Massage Sisters are being appointed.

9. He will attend daily (Sundays excepted) between 11 a.m. and 1 p.m. and at such times as the condition of any patient or member of the Resident Staff may require.

10. The Medical Officer is allowed a holiday not exceeding five weeks in the year.

THE CHAPLAIN.

1. The Chaplain will read prayers every weekday morning at 11.30. On the 2nd Friday there is an afternoon service with address.

2. On Sunday morning there will be Holy Communion twice in each month at 11.30; also on Christmas Day, Ascension Day and Great Festivals. On Sundays when there is not a Communion Service there will be Morning Prayer and an address at 11.30 a.m. Evening services will be held on each Sunday.

Holy Communion should be administered to every inmate who desires it at least once every fortnight.

3. The Chaplain will visit inmates daily.

4. Permission to cancel a service or the daily visit by the Chaplain can only be given by the House Committee, or in the case of immediate necessity by the Secretary, who will report the circumstances at the next meeting of the Committee.

5. The Chaplain is allowed a holiday not exceeding five weeks in the year.

6. His salary is met in part from an endowment made in 1901 and 1905, and the conditions of the endowment are shown in the following extract:—

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 ministrations, 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.*

THE SECRETARY.

1. He will be the Executive Officer and responsible Agent of the Board, and will exercise a general supervision in the several departments. He will be generally responsible for the good order and conduct of the Institution, rectifying errors himself so far as he is able and reporting matters of importance to the Chairman or the appropriate Committee.

2. He will attend meetings of the Board and its Committees and prepare Agenda and Minutes.

3. Except in such classes of cases as may be prescribed by the Board, all correspondence connected with the Institution will be conducted by the Secretary.

4. He will maintain the necessary registers of patients, pensioners, subscribers, legacies, etc., and make the arrangements for the election of beneficiaries and for the Festival Dinner.

5. He will prepare an Annual Report for circulation, and will pay special attention to all measures necessary for obtaining funds for the Institution.

6. He will present to the Finance Committee and the Board at their meetings an abstract showing the financial position up to date.

7. He will be responsible for the correct maintenance of the accounts. All tenders will come to him, all payments for supplies or services will be made under his written orders, and he will see that every invoice is checked.

8. The Head Clerk will be appointed and dismissed by the Board, the Secretary having power to suspend him pending a reference to the Board. The rest of the personnel of the office will be appointed and dismissed by the Secretary.

9. A list of all the Employees of the Hospital will be prepared annually by the Secretary, and the pay and emoluments of all employees will be dealt with as prescribed in the special rules on the subject. (See Heading No. III below.)

10. When any decoration, structural or other similar work, which involves consultation with, or action by, the Architect, is contemplated with regard to any premises within the Hospital grounds, a copy of the objects of such work, with full details and an estimate of its cost should be circulated by the Secretary to each member of the House Committee at least fifteen days before the meeting of the Committee at which the project is finally discussed.

11. The Secretary's hours of duty will be from 9.30 a.m. to 5 p.m., and on Saturdays to 1 p.m. ; and he will spend at the Hospital such part of this time as may be prescribed by the Board.

12. He will not absent himself from office or spend more than one night at a time away from home without the leave of the Board or the Chairman. He will obtain a holiday for five weeks every year at such time or times as may be fixed by the Board.

THE MATRON.

1. The Matron is recognised as the chief resident official, but she and the Steward will each be responsible to the House Committee for the work of their respective departments.

2. She or the Assistant Matron will receive all new patients on arrival. All admissions of new patients, serious accidents to and deaths of patients and accidents to and deaths of the staff will be reported by the Matron, in writing, to the Secretary at once. The Matron will enter in the Patients' Conduct Book any serious case of misbehaviour on the part of a patient, giving dates, details and names of informants and witnesses, and the Conduct Book should be presented to the House Committee after each entry.

3. She is responsible for all the nursing and dieting of the Hospital and must see that the directions of the Medical Officer are faithfully carried out. She will personally visit each ward at least twice every week, and more frequently if necessary. In the event of any patient being in such a state of ill-health as to necessitate the presence of the Medical Officer, she will at once summon him. She will also communicate without delay with the relatives or friends of any patient who is seriously ill, and to facilitate this she will keep an up-to-date address book. The Matron or Assistant Matron will, whenever possible, be present at the death bed of patients.

4. She is responsible for the cleanliness and order of the Hospital, for the work and maintenance of the laundry and the kitchen, and for the maintenance of a proper supply of provisions, bedding, linen, crockery, brooms, brushes and wearing materials (other than the

clothes of the male staff). In March of each year she will prepare an inventory of all plate, linen and crockery under her charge.

5. She will submit yearly through the Secretary an estimate of the amount of plate, crockery, &c., required during the next twelve months, and will obtain the orders of the House Committee as to the rates at which they may be purchased. A similar estimate for linen will be submitted to the Linen Committee for orders. For further supplies not covered by the above she will submit requisitions to the House Committee through the Secretary. Her Cash Book will be presented weekly to the House Committee.

6. The female staff of the Hospital (with the exception of Masseuses and the Dispenser) will be appointed by the Matron, and all appointments to the posts of Assistant Matron, Home Sister and Sister House-keeper will be referred to the Board. Except in the case of a Sister the Matron may for any cause dismiss any of the staff whom she has power to appoint. In the case of the Assistant Matron or a Sister, the Matron may suspend her, reporting the matter to the next meeting of the House Committee. The appointment and dismissal of the Ward Master will rest with the Matron, and she will also have power to recommend to the Steward the dismissal of a male attendant. Any proposals which the Matron may wish to make for altering the prescribed pay of any of the female staff should be submitted to the House Committee in the first week of January.

7. All Sisters should be interviewed by the House Committee prior to their leaving the service of the Hospital.

8. The Matron must be prepared to attend the meetings of the Authorised Lady Visitors when requested by them to do so.

9. She is expected to receive visitors and conduct them over the Hospital, and it is her duty to use every endeavour to further the interests of the Institution.

10. She will take each day the main mid-day meal with the Sisters.

11. She is not permitted to have friends to sleep at the Hospital, nor is she permitted to sleep a night away from the Hospital without the sanction of the House Committee, or, when this cannot be obtained, of the Secretary.

12. She is allowed holidays not exceeding four weeks in the year, but must arrange not to be absent on leave at the same time as the Steward. She is also allowed to take one half-day a week, and one week-end (beginning Friday evening and ending in the forenoon of Monday) once a month. The Matron's holidays should not coincide with those of the Assistant Matron.

THE ASSISTANT MATRON.

1. The Assistant Matron will assist the Matron in any way that may be required, and in the Matron's absence she will be on duty and will take entire charge and responsibility for matters that come under the control of the Matron. She will not sleep away from the Hospital during the Matron's absence.

2. She will supervise the work of the female servants and be responsible for the cleanliness of the servants' bedrooms, and all parts of the Hospital excepting the quarters of the male staff. She will take charge of sick maids as required by the Matron.

3. She will be in charge of the crockery, cutlery and glass in use in the different departments of the Hospital.

4. She will preside at the Nurses' meals and at the male patients' dinner table.

5. She will report any irregularity to the Matron, maintain quiet and orderly behaviour in the Hospital, and help in endeavouring to prevent any waste of gas, electric light, water, coal and stores.

6. She will assist the Matron in correspondence and bookkeeping as may be required.

7. She will not entertain visitors in her own apartments without the permission of the Matron.

THE STEWARD.

1. The Steward is responsible under the Secretary for the inspection and maintenance of the fabric of the buildings, as well as the tanks, boilers, furnaces, machinery and all furniture and fittings (including those in the laundry and the kitchen). Should any repairs be urgent he will report at once to the Secretary, who will have power to carry them out, notifying the House Committee at the next meeting.

2. An inventory of the furniture will be prepared by him in March of each year. Any furniture presented by donors will be inspected by the Steward in consultation with the Matron and report will be made to the House Committee regarding any such furniture as it is not thought desirable to retain.

3. The Steward will be responsible for the supply and consumption of coal, and he will maintain the supply of gas and electricity and will submit a weekly return of their consumption. He is also responsible for the supply of all articles for the Hospital not obtained by the Matron or Medical Officer. He will submit half-yearly an estimate of the coal and coke required during the next six months and will obtain orders as to the rates at which they may be purchased. For further supplies not covered by these orders he will submit requisitions through the Secretary. His Cash Book will be presented weekly to the House Committee.

4. He is responsible for the engagement and control of the Engineering, Repairing and Decorating Staffs as well as the other indoor and outdoor male staff of the Hospital, other than the Ward Master. The male staff, except as otherwise provided, will be appointed and may be dismissed by the Steward, but the Matron will be consulted as to the appointment or dismissal of the male attendants. In the case of the Head Gardener and the Head Attendant the power of appointment and dis-

missal will rest with the House Committee, the Steward having power in case of urgency to suspend the Head Gardener or the Head Attendant, reporting the matter to the next meeting of the House Committee.

5. Any proposals which the Steward may wish to make for altering the prescribed pay of any of the male staff should be submitted to the House Committee in the first week of January.

6. The Steward will be responsible for the cleanliness of the male quarters other than the patients' wards. He will see that the male staff have regular fire drill and he will supervise the work of the night watchman, making inspections at irregular intervals. He will himself be present in his office daily (Sundays excepted) between 10 a.m. and 11 a.m. and at such other hours as prescribed from time to time by the Secretary. Should any unusual circumstances necessitate his absence during such hours, he will report to the Matron the place where he can be found and the approximate length of time he will be away from his office. When he is absent from the Hospital, either the Head Porter or the Head Attendant should be present.

7. He is not permitted to have friends to sleep at his house without the sanction of the House Committee, or, when this cannot be obtained, of the Secretary.

8. He is allowed a holiday not exceeding five weeks in the year, but must arrange not to be absent on leave at the same time as the Matron.

III.

THE PAY AND EMOLUMENTS OF EMPLOYEES.

1. The table appended shows the pay and emoluments now fixed for the various full time employees of the Board.

2. A bonus or present for special work or on a special occasion may be granted to any employee, though only in rare cases and as an exceptional measure for specially meritorious work. No payments towards removal expenses will be made to any employee.

3. The list of employees will be revised by the Secretary annually and a printed copy, which has been brought up to date, sent to each member of the Board not later than the end of February in each year.

4. In addition the Secretary will maintain in the office in convenient form a complete history sheet of every employee of the Board, without exception, who has been in its employment for over one year. In that history sheet should be entered all such details as are contained in the list referred to in Rule 3 above, with the date of birth in each case. When any employee is approaching the age of 60, the Secretary will report to the Board six months before the event.

5. When any change of pay or emoluments (by way of addition or reduction) or any grant of money other than pay or emoluments, is put up for orders of the Board or Committee, the Secretary (or official presenting the proposal) will simultaneously present the completed history sheet of the person concerned for the inspection by the Board or Committee.

6. The Secretary will at the same time state the total or total annual cost of each such proposal.

7. Any such proposal as is referred to in Rule 5 above, as well as any proposal for the payment of extra fees to any person to whom fees are usually paid, shall be finally decided by the Board or Committee concerned at a meeting subsequent to that at which the proposal is made and not at the same meeting.

8. It is the duty of the Secretary at all times to see whether any action or resolution of the Board or any of its Committees infringes on or conflicts with any standing rule. If such infringement or conflict appears to occur, the Secretary will at once, or at the latest at the next meeting of the Board or Committee concerned, draw attention to the rule affected and ask for such confirmation or review as may appear necessary before action is taken. If the matter be urgent, the special orders of the Chairman will be obtained at once by the Secretary and these reported at the next meeting.

STANDARD PAY OF EMPLOYEES.

Secretary...	£	750-50-900	
Acting Secretary	...	500	
Chaplain	350	On appointment a rate of pay will be determined, subject to a maximum of £450.
Medical Officer	450	
Steward	£250-25/3-400	House, rates, coal, electricity and gas free.
Organist	£52	3 attendances weekly.
Dispenser	£70-75	About 2 hours each week-day.
Masseuses	£182 whole-time	Part Board allowed.
	...	£2 15s. p.w.	
	...	part-time	ditto.
Chiropodist	£5 5s. per month	One attendance weekly.
Cashier	£366	
Clerks	£300 maximum	
Matron	£300-10-400	Board and Quarters, £15 p.a. Uniform grant.
Assistant Matron	£200-10-230	Board and Quarters. £10 p.a. Uniform grant
Home Sister	Ward Sister's Salary plus £15	Board, Quarters and Uniform.
Sister Housekeeper	Ward Sister's Salary plus £10	ditto.
Night Sister	Ward Sister's Salary plus £25	ditto
Ward Sisters	£130-10-180	Plus one additional increment of £20 after 10 years' Hospital service as Ward Sister.
Nurses, *Cat. D....	...	£65-5-85	Board, Quarters and Uniform.
" " E....	...	£55	ditto.
" (under 18 years')	...	£44-5-50	ditto.
Wardmaster	115/6 p.w.-5/-	Less 12/6 charges for meals on duty.
Head Attendant...	...	135/6 p.w.	Less 25s. charges for meals lodging and personal laundry
Male Attendants *Cat. D.	...	87/6 p.w.-4/-	ditto.
" " " E.	...	95/6 p.w.	ditto.
" " " Non-resident	...	81/6 p.w.	12s. 6d. charges for meals on duty.
Head Porter	£3 p.w.	Board, Quarters and Uniform
Porters	40/- p.w.-5/-	ditto.
Kitchen Porters	50/- p.w.	ditto.
	...	45/- p.w.-5/-	ditto.
	...	55/- p.w.	ditto.
Head Lady Cook	£160	ditto.
Assistant Lady Cook	£110	ditto.
Head Laundress...	...	55/- p.w.	Non-resident. Meals on duty.
†Laundry Maids	£60-£6/10/- -£73	Board, Quarters and Uniform.
†Other Maids	£60-£6/10/- -£73	Board, Quarters and Uniform.

Rushcliffe Committee Scale.

*Nurses and Male Attendants of 2 years standing are in Category D, the rest in Category E.
†Hetherington Report.

(2) OUTSIDE STAFF.

	£	s.	d.	
Gate Porters (Joint post)	4	0	0	p.w. House, Coal, Electricity, gas and Uniform free.
Night Watchman	4	2	6	—
Baker	3	15	0	Breakfast and dinner.
Engineer	350	0	0	p.a. —
Assistant Engineer	4	5	0	p.w. Breakfast and dinner.
Laundryman	3	2	6	Breakfast and dinner.
Laundry Engineer	3	18	0	Breakfast and Dinner.
Stoker	4	2	6	—
Relief man	4	2	6	—
Painter	—	—	—	—
Painter's Labourer	—	—	—	—
Carpenter	5	6	6	—
Carpenter's Assistant	2	12	6	—
Cleaner New Wing	2	7	6	Breakfast and Dinner.
Head Gardener	3	12	6	House, Gas and Coal free.
Under Gardener	3	10	0	Dinner free

The Hospital pays Health and Unemployment Insurance (Employers share) and Superannuation contributions (10 per cent. of Salary and emoluments) where due.

IV.

THE RETIREMENT AND PENSIONS OF EMPLOYEES.

- The normal age of retirement of employees will be 60, but the Board has the right to retain the services of an employee until 70 if it so desires, annual extensions of service being made from the age of 60 years.
- No pensions will be provided for half-time or temporary employees.
- The pension of the Steward is governed by special rules passed in October, 1930, under which employees who retire at the age of 60 or over and who have completed 15 years' service in any position in the employment of the Board will be granted, at the discretion of the Board, a pension calculated as follows on their average pay and emoluments for the last three years before retirement:—viz., 10/30ths for 15 years' service, 11/30ths for 16, 12/30ths for 17, 13/30ths for 18, 14/30ths for 19, and 15/30ths for 20 years or over.
- Employees who are under the Federated Superannuation Scheme introduced in October, 1931, will

draw pension under that Scheme and all employees joining after that date to whom the Scheme is applicable, are obliged to join the Scheme and are governed by it.

5. Employees to whom the Federated Superannuation Scheme was applicable in October, 1931, but did not exercise the option of joining it, will, if they are over 60 years of age on retirement and have served 15 years, be entitled at the discretion of the Board to pensions representing the following fractions of the average pay and emoluments drawn by them during the last 3 years of their services, viz. :—after 15 years' service 10/30ths, after 17 years 11/30ths, after 19 years 12/30ths, after 21 years 13/30ths, after 23 years 14/30ths, and after 25 years 15/30ths.

6. Other employees if they are 60 years of age on retirement and have served 15 years, will be entitled, at the discretion of the Board, to Pensions on the scale laid down in Rule 5, subject to the proviso that no employee will obtain a pension from this Institution exceeding 40s. a week.

7. A valuation of "emoluments" for the purpose of the above Rules will be made and maintained with the approval of the Board. The valuation in force is as follows:—

	Equivalent in £'s.
Steward. House, coal, electricity and gas	100
Head Gardener. House, coal and gas	50
Porters, Cooks and Maids. Board, quarters and Uniform	50
Gate Porters. House, coal, lighting, gas and uniform	50
Engineers, Laundrymen, Night Watchman, Stoker, Baker, etc., if meals are provided	20
Nursing Staff as in Rushcliffe Committee Recommendations:—	
Assistant Matron and Home Sister	120
Ward Sisters	100
Nurses Cat. D.	100
„ Cat. E.	75

The following are not to count as emoluments, viz. :—Health and Unemployment Insurance payments, accommodation outside the premises, cost of travel, and use of wireless.

V.

WAGES TO EMPLOYEES ABSENT SICK.

Officers, Administrative Staff and Heads of Departments.

In cases of illness among the executive officers, administrative staff or heads of departments, (e.g. Head Gardener, Head Laundress, etc.), they will receive full salary for one month, after deduction, where applicable, of National Health Insurance Sick Benefit payments, after which time each case will be reviewed on its merits and a decision arrived at according to circumstances.

Nursing Staff. (As laid down by Rushcliffe Committee, viz. :—

The minimum periods of Sick pay in any period of 12 months shall be :—

- 1st year (after 4 months. service).
1 months full and 2 months half pay.
- 2nd year.
2 months full and 2 months half pay.
- 3rd year and thereafter.
3 months full and 3 months half pay.

Subject to deduction of sickness benefit under the National Health Insurance.

*If treated for not less than a week at home or in another hospital, a subsistence allowance of 15s. per week during sick leave on full pay and 7s. 6d. per week during sick leave on half pay.

* (This refers to the female nursing staff only).

All other Indoor Servants :—

- 1st year (after 6 months service).
3 weeks full and 3 weeks half pay.
- 2nd year.
6 weeks full and 6 weeks half pay.
Less sick leave taken in previous year.
- 3rd year and thereafter.
9 weeks full and 9 weeks half pay.
Less sick leave taken in previous year.

Subject to deduction of sickness benefit under the National Health Insurance.

If treated at home or in another hospital, a subsistence allowance of 12s. 6d. per week during sick leave on full pay and 6s. 3d. per week during sick leave on half pay.

Outdoor Servants.

- 1st year (after 6 months service).
3 weeks full and 3 weeks half pay.
- 2nd year.
6 weeks full and 6 weeks half pay.

3rd year.
9 weeks full and 9 weeks half pay.
Less sick leave taken in previous year.

Subject to deduction of sickness benefit under the Health Insurance.

VI.

HOLIDAYS FOR EMPLOYEES.

All grades of Nursing Staff (Rushcliffe Committee recommendations) :—

One day off duty a week and 28 days leave with full pay each leave year. 15s. per week holiday allowance to all resident female nursing staff, except Matron and Assistant Matron.

Male Nursing Staff.

The same as above when possible, but no holiday allowance.

Domestic Staff (Hetherington Committee recommendations) :—

After 6 months service, one week's holiday per year on full pay, plus 12s. 6d. a week in the case of resident staff. Further entitled to six statutory holidays (or recommended holidays in lieu thereof). If work has to be done on these days compensatory days will be granted or payment made at the ordinary rate.

Porters.

Two weeks holiday a year with full pay, plus £1 a week subsistence allowance.

Outside Staff.

Over 15 years service to receive 3 weeks holiday with full pay. Under 15 years service. 2 weeks holiday with full pay.

VII.

AUTHORISED LADY VISITORS.

CONSTITUTION.

1. The Committee shall consist of Authorised Visitors appointed by the Governing Board.
2. The Office bearers shall be a Chairman, a Vice-Chairman and a Secretary.
3. The Office bearers shall be appointed by the Authorised Visitor's Committee every year at their December meeting. They are eligible for re-election.
4. The Chairman shall be a member of the Governing Board.
5. The Committee meetings shall be held on the first Wednesday of every month at 10.45 a.m.
6. The Secretary shall keep the lists of Visitors and their patients up to date and shall notify the Secretary of the Home and the Matron of any changes that may occur each month.

RULES.

1. With a view to ensuring that none of our patients shall be without the consolation afforded by visitors from outside, it has been the practice in this Hospital for each patient to be allotted a Lady Visitor who is willing to visit from time to time such patients as may be assigned to her, and a list of the patients with the names of the Visitors thus allotted shall be maintained in the office of the Secretary of the Hospital. Such visitors are known as Authorised Lady Visitors—they are at liberty to visit the patients at all reasonable times (viz. : 1 p.m. to 5 p.m. in wards and 11 a.m. to 7 p.m. downstairs)
2. If an Authorised Lady Visitor should hear of any matter which seems to her to require the attention of the Staff, she should bring it personally to the notice of the Sister concerned or of the Matron or, if this is inconvenient,

she should record the facts in writing and deposit the written record in the letter-box of the Matron's study. But she shall not herself issue any orders or give directions to any member of the Staff.

3. The Authorised Lady Visitors are at liberty to hold meetings among themselves, and if they wish to consult the Matron she will always be ready, on receiving an invitation, to attend their meetings. If they wish to make suggestions to the Board of Management or House Committee they may do so through such of their members as may be members of the Board or by a deputation arranged through the Secretary of the Hospital.

4. They shall have power to add to their numbers on the understanding that any names proposed by them shall be submitted and approved by the Board of Management.

VIII.

RULES FOR PATIENTS.

Visiting.

1. Patients may be visited as follows :—
 - On Saturdays, 2 to 5.30 p.m.
 - On other days, 2 to 5 p.m.Parcels containing cake, fruit, jam, eggs, etc., are permitted.
Leave from the Hospital with Matron's permission.
2. (a) *From 1st April to 30th September :—*
 - (i) For patients able to go out unattended :
 - On Sundays, 9 a.m. to 12.45 p.m. and 2 p.m. to 5 p.m.
 - On week-days, 9 a.m. to 12.45 p.m. and 2 p.m. to 7 p.m.
 - (ii) For attended patients :—
 - On Sundays, 9 a.m. to 12.45 p.m. and 2 p.m. to 4 p.m.
 - On week-days, 9 a.m. to 12.45 p.m. and 2 p.m. to 6 p.m.

(b) *From 1st October to 31st March :—*

As above, except that all patients must return on week-days by 4.45 p.m. unless special permission has been given.

Temporary Absence from Hospital.

3. Absence for one night may be granted by the Matron. Longer absence must have the previous sanction of the House Committee. In every case the name and postal address of the friends to be visited must be given to the Matron.

Complaints and Requests.

4. Any Patient may make a complaint or request to the Matron, the Medical Officer, or the Secretary. If an enquiry into a complaint is desired, information should be given promptly in order to facilitate investigation. Any letter respecting a complaint or request should be addressed to the Secretary, in order that, if necessary, a preliminary investigation may be made before the next meeting of the House Committee.

Clothing and Personal Effects.

5. Every Patient is required :—

- (i) To provide him or herself with all necessary clothing ; to keep it in good repair and to be suitably attired throughout the day.
- (ii) To have his or her own laundry book for personal articles.
- (iii) To have all these articles plainly marked.
- (iv) To send nothing to the laundry unless it is entered in the laundry book.
- (v) To refrain from bringing to the Hospital any linen (except extra pillow cases, bath and hand towels, mattresses, pillows, eiderdowns, or blankets). Chairs and cushions may be brought.
- (vi) To keep their presses locked. On admission, each Patient will receive a key for the press. One shilling will be charged for replacement of a lost key.

The Committee does not hold itself responsible for, and will not replace, any lost personal property.

Furniture and Clothes Boxes.

6. No article of furniture (other than chairs) and no clothes box may be introduced without the permission of the Matron. Any such box or trunk brought into the Hospital shall not exceed 36 inches in length, 24 inches in height and 21 inches in width. The owner's name must be painted on at each end.

The Head Attendant only is allowed to go into the Male Patients' box room. When clothing from a box is required, the box must be both opened and locked in the presence of the owner.

Bed Time.

7. Patients must retire to bed not later than 8 p.m. Male Patients must be in bed by 8.20 p.m., when the Attendants go off duty.

All lights must be extinguished at 9 p.m.

Helpless Patients are required to retire to bed at any time after 6 p.m., when the Attendants or Nurses shall be ready for them.

Miscellaneous.

8. Patients are forbidden :—

- (i) To delay in the corridors or to linger, whether in their chairs or walking in the vicinity of the Entrance Lodge, either inside or outside the grounds.
- (ii) To go out in any chairs except those specially assigned to them.
- (iii) To visit any public house.
- (iv) To bring, or to cause to be introduced, into the Hospital, any intoxicating liquor or drug, or to take, personally, any medicine other than such as is prescribed in each case by the Medical Officer.
- (v) If Male Patients, to enter the wards used by the Female Patients ; and, if Female Patients, to enter the wards used by the Male Patients.

- (vi) In the case of Male Patients, to visit their bedrooms during the day without permission.
- (vii) To absent themselves from meals without the Matron's permission.
- (viii) To interfere with the fires or to remove the fire-guards.
- (ix) To give a present, either in kind or money to any Member of the Staff.
- (x) To indulge in betting.
- (xi) To smoke anywhere in the Hospital Premises, except in the grounds, verandahs, and room set apart for the purpose.

IX.

RULES FOR NURSES.

1. The Nurses receive a most useful preliminary training in the washing, dressing, feeding and lifting of helpless and crippled Patients, and in keeping them free from bed-sores. They have on an average five Patients to attend, and their ward to keep tidy. The ward-maids sweep and wash the floors.

2. They are under the control of the Matron. The Ward Sisters teach the practical details of nursing ; instruction is also given by lectures.

3. Nurses come for two months on trial. If found suitable they must sign on for two years.

4. A certificate is given at the end of two years' service, a bronze medal after three years' service, and a silver medal after five years' service.

5. The off-duty time is two half-hours daily, one day off a week, and four weeks' annual holiday.

6. A Church of England service is held twice and a service for other Denominations once every Sunday. Holy Communion is celebrated for the Staff at 6.30 a.m. at Holy Trinity Church, West Hill, on the first Sunday of the month.

7. Nurses are strictly forbidden :—

- (1) To smoke in any part of the Hospital when on duty. Smoking is only permitted when off duty, in the rooms set apart for that purpose.
- (2) To borrow money or articles of any description from patients.
- (3) To accept gifts, either in money or kind, from patients.
- (4) To loiter in Patients' Sitting Rooms when on duty.
- (5) To converse with Attendants or any of the Male Staff except on actual duty matters.
- (6) To gamble, or to promote or take part in sweepstakes or lotteries.
- (7) To bring alcoholic liquors of any description into the Hospital.
- (8) To interfere with any electrical or other fittings.
- (9) To remove articles of crockery, cutlery, etc., from their Dining Room, or bedrooms.

8. Nurses are expected at all times :—

- (1) To be cheerful and sympathetic towards their patients.
- (2) To be courteous and helpful to visitors.
- (3) To observe strict economy in the use of lights and gas fires.
- (4) To take a personal pride in their appearance. Strict cleanliness and tidiness in dress, and in person, are essential.
- (5) To leave their beds made up and their bedrooms tidy and ready for inspection daily at the appointed hour.

X.

RULES FOR ATTENDANTS.

- 1. Except in the case of illness the Wardmaster and Head Attendant are not to be absent on leave at the same time.

2. Attendants are under the direct orders of the Sister and Wardmaster for nursing duties.

3. They are to be ready for duty at 7.0 a.m. and proceed to their various wards, wash, dress and prepare Patients for breakfast.

Prepare breakfast for Patients who breakfast in wards, at 7.30 a.m., and feed them.

Proceed to the dining room, wait at table, etc., then wheel Patients to the various day-rooms or lavatory, if necessary.

Proceed to ward, and after the Patients are ready, make beds and sweep and dust the ward till 10.45 a.m.

Attendants as detailed then to go direct to the ladies' lift and wheel Patients to various sitting rooms and verandahs, after which they partake of lunch and finish any work that may have to be done in wards.

Wash and dress Patients in readiness for dinner. Wheel ladies from sitting rooms and verandahs to dining rooms, after which wheel gentlemen to their dining room for dinner at 12.45 p.m. Wait at table, and feed patients, when necessary.

After dinner wheel Patients to sitting rooms, verandahs, etc., or into grounds, when asked, and then get own dinner at about 1.55 p.m., after which attendants are off duty till 4 p.m. except one attendant (in rotation) who will be on Corridor duty upstairs.

At 4 p.m. all Attendants wheel patients from various places to lift, and from lift to various wards, and dining rooms. Wait at table and feed, when necessary. After tea wheel chairs to different sitting rooms, etc. Attendants then have their own tea and at 6 p.m. go upstairs to ward with those Patients who desire to go to bed or to be given a bath.

At 7 p.m. wheel male patients to dining room for supper and lady patients to lifts and from lift to various wards. The Attendants then go to their own supper, after which the remainder of male patients are wheeled to lift and taken to various wards, put to bed, and ward left clean and tidy for the night, the duties usually being completed about 8 p.m.

4. Each Attendant has to do one week's morning Corridor duty, in rotation, as arranged.

5. One Attendant has to attend Afternoon Service each Sunday.

6. Full uniform is to be worn every afternoon and on all special occasions, such as Founders' Day, Sale of Work, or Concert. White collars, black ties and dark socks are to be worn on duty.

7. All Patients' chairs are to be kept clean and tidy and to be put out every Friday evening if they require oiling, etc.

8. All Attendants are required to answer fire alarm when rung.

9. Attendants are not permitted to visit their cubicles or recreation rooms during duty hours.

10. Rules 7 and 8 under Rules for Nurses apply *mutatis mutandis* to Attendants.

XI.

RULES FOR THE HEAD GARDENER.

1. The Head Gardener will be responsible for the general upkeep of the Hospital gardens, glasshouses, sheds, orchard, farm lands, roadways and pathways, Tennis Courts and the care of garden tools and appliances.

2. His immediate superior officer is the Steward; but any orders given directly by the Garden Sub-Committee in regard to technical matters, such as planting, improvement or development of the gardens and their contents, may be carried out without reference to the Steward, provided that the Steward is informed of the order in question.

3. The Head Gardener will submit to the Steward at proper times, lists of seeds, plant and other articles required for the maintenance of his charge, as indicated in Rule 1 above.

4. He will maintain due control of the garden staff employed under him, and will assign to each man his daily duties.

5. He will immediately report to the Steward any irregularity, insubordination or incompetence of the staff under him.

6. He will not permit any patient or member of the subordinate staff of the Hospital on the farm lands or orchard, without the express permission of the Steward, Secretary or Committee.

7. He will obtain the permission of the Steward before entertaining any visitors to sleep at the Gardener's Cottage.

8. He will be entitled each year to a holiday on full wages of fourteen days, to be taken at such time or times as he can conveniently be spared.

XII.

RULES FOR CONTROL OF LINEN.

1. An estimate of the amount of linen required during the year will be submitted by the Matron in March to the Linen Committee for their consideration, and recommendations to the House Committee. The Linen Committee consists of the lady members of the Board of Management.

2. The Secretary will then issue tenders for a year's supply of linen on the orders of the House Committee.

3. For further supplies not covered by the above, the Matron will (after consulting the Linen Committee) submit requisitions through the Secretary to the House Committee.

The following orders were passed with the approval of the House Committee on 25th March, 1936.

4. Stocktaking shall be carried out once a year, in the Spring.

5. A linen stock book should be kept and all articles and material received and issued should be entered.

6. A sufficient supply of all necessary articles should be issued to the Sister in charge of each floor, or department, and should be clearly marked with the number of floor, or department.

7. Linen needing repair, or replacement, should be sent to sewing room to be mended, or replaced, as considered necessary by Matron or Assistant Matron.

8. All linen past repair should be disposed of by the Matron.

9. Any considerable damage to linen should be reported to Matron.

10. Mattresses and pillows should be dated when last cleaned and re-made.

11. Patients' own property cannot be replaced by the Hospital.

XIII.

THE BURIAL OF PATIENTS.

1. The Hospital has no fund which bears the cost of Patients' interment. The House Committee has reserved a plot of ground in the Putney Vale Cemetery where Patients, at their own wish, may be buried, if arrangements are made in time. The cost of burial in the Hospital plot, is about £18 15s. 6d.

2. Patients who desire to be buried in the Hospital plot, and their friends, must please understand that all graves are alike. For the sake of economy, two bodies are interred in one grave, but, if so desired, friends may secure the whole grave at an increased charge. A small and simple headstone is erected, and the inscription upon it must, necessarily, be very brief (not exceeding 20 words). Elaborate headstones and curbs are not permissible if the grave is in the Hospital plot.

3. Patients or their friends are invited to contribute £1 towards the cost of the headstone if their means permit.

4. The Hospital Governors in no way seek to control the funeral arrangements of Patients, and interments can take place wherever the Patient or the Patient's friends arrange—at their own cost.

5. It is customary for patients who have the means to *deposit* with the Secretary the necessary cost of burial. An official receipt is given for this, and all arrangements are carried out by the Hospital officials in a seemly and proper manner.

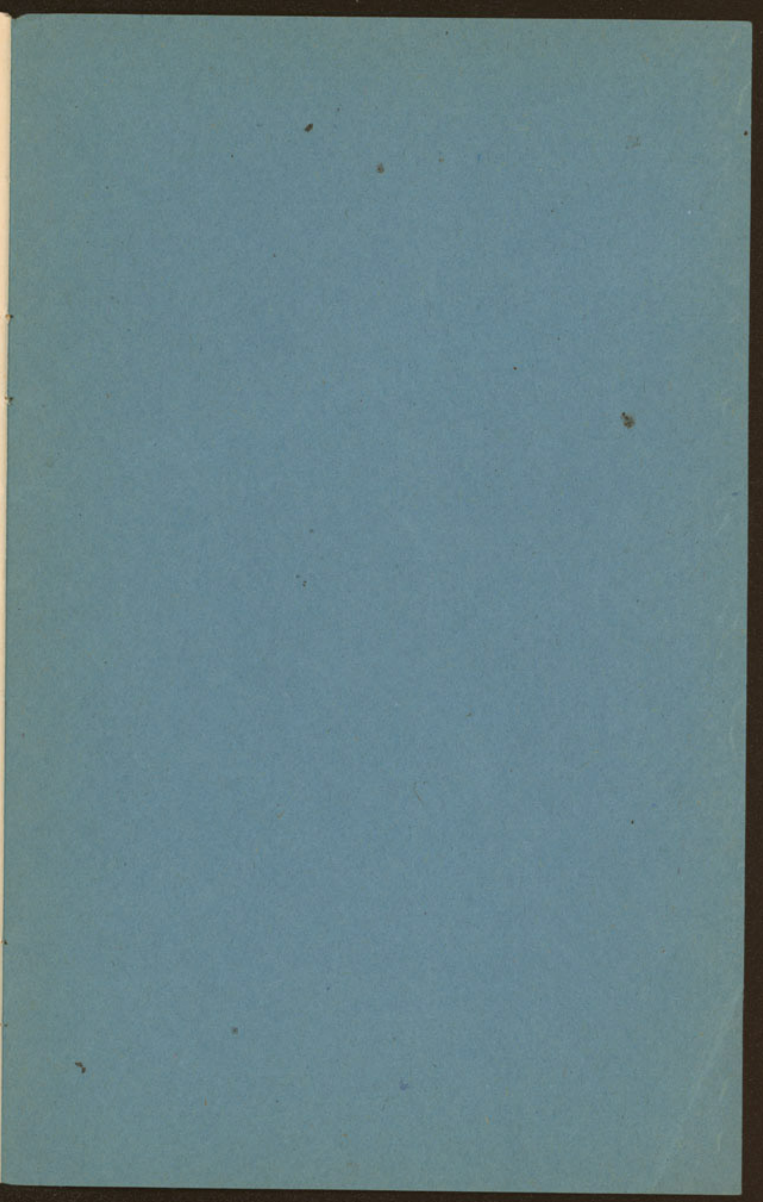
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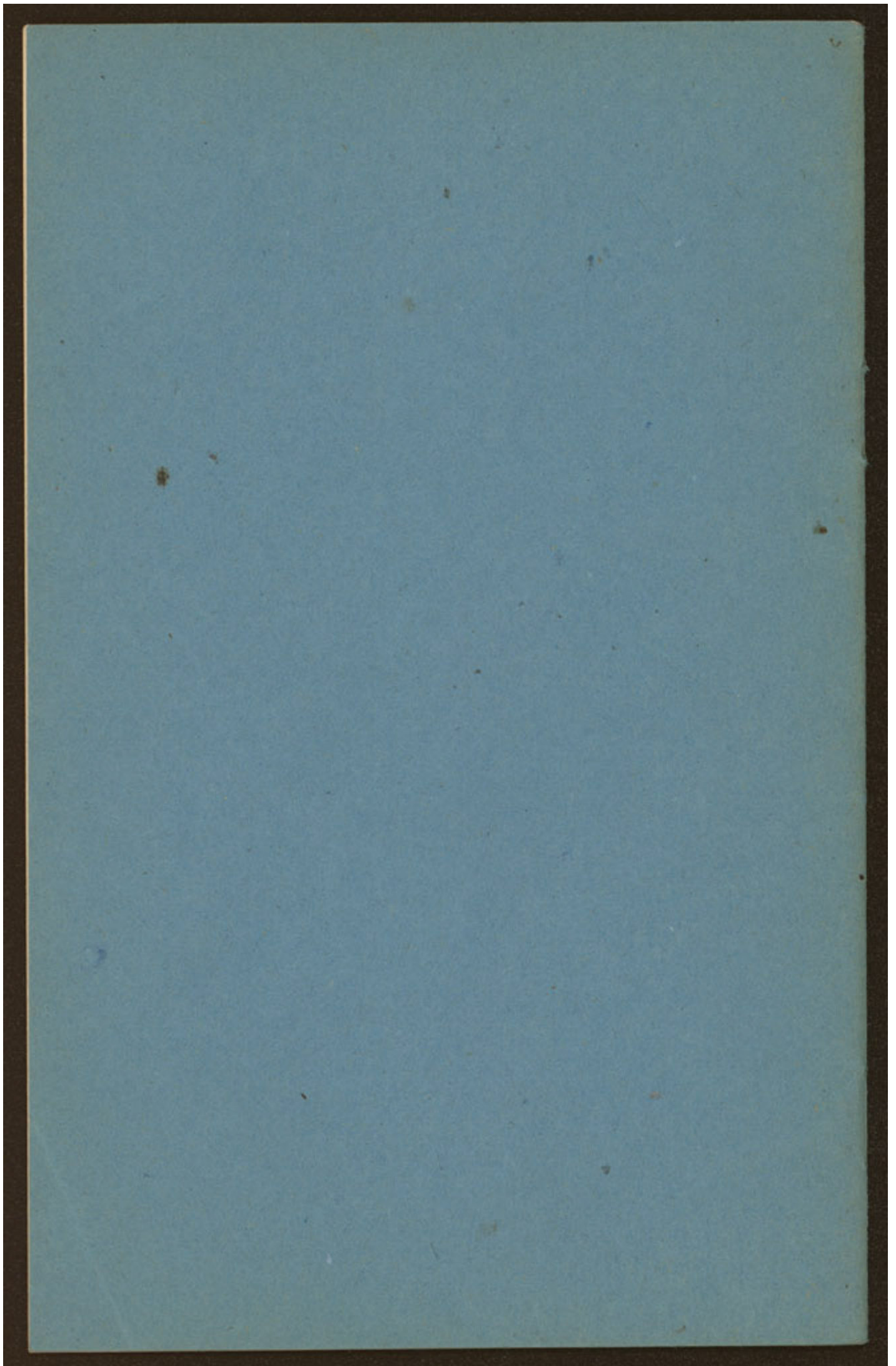
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Wash and dress Patients in readiness for dinner. Wheel ladies from sitting rooms and verandahs to dining rooms, after which wheel gentlemen to their dining room for dinner at 12.45. Wait at table, and feed patients, when necessary.

After dinner wheel Patients to sitting rooms, verandahs, etc., or into grounds, when asked, and then get own dinner at about 1.55, after which attendants are off duty till 4 p.m. except one attendant (in rotation) who will be on Corridor duty upstairs.

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7. All Attendants are required to answer fire alarm when rung.
8. Attendants are not permitted to visit their cubicles or recreation rooms during duty hours.
9. Attendants are strictly forbidden :—
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 - (6) To gamble, or to promote or take part in sweepstakes or lotteries.
 - (7) To bring alcoholic liquors of any description into the Hospital.
 - (8) To interfere with any electrical or other fittings.
 - (9) To remove articles of crockery, cutlery, &c., from their Dining Room, or bedrooms.

GENERAL.

10. Attendants are expected at all times :—
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 - (3) To observe strict economy in the use of lights and gas fires.
 - (4) To take a personal pride in their appearance. Strict cleanliness and tidiness in dress, and in person, are essential.
 - (5) To leave their beds made up and their bedrooms tidy and ready for inspection daily at the appointed hour.