

REGULATIONS

FOR THE

Internal Management of the Institution.

SENIOR SURGEON.

SENIOR
SURGEON.

1. The Senior Surgeon shall be at liberty to engage in private practice, but shall not receive or attend private patients at the Hospital, or receive any salary. Private Practice.

2. He shall have the charge in chief of all the patients, and shall exercise a general superintendance over the whole of the medical department of the Institution. Charge.

3. He shall visit the Wards, and shall examine whenever he shall see fit any cases in his opinion requiring particular attention. Visits.

4. He shall make a record of his visits to the Institution in the Medical Officer's Visiting Book, and note therein anything of importance. Record Visits.

5. He shall at once report to the Superintendent and Secretary any misconduct or neglect of duty which may come to his knowledge, and shall make a special report to the House Committee upon the case of any patient, whose dismissal for misconduct or other causes he may recommend. Report Misconduct.

6. He shall give any written instructions he may deem necessary regarding the treatment, medicines, and diet of the patients. Instructions.

7. He may at the usual hours with the assistance of the Resident Surgeon attend to all or any of the Out-patients. Out-Patients.

RESIDENT SURGEON.

- RESIDENT SURGEON.**
- Qualification.** 1. Every Resident Surgeon must be qualified under the Medical Registration Act of Victoria and must when applying for the office produce a diploma, as Surgeon from some College or University recognised by the said act.
- Residence and Absence.** 2. He shall reside in the house and shall not leave it without the sanction of the Senior Surgeon or of the House Committee, such sanction to be given generally or particularly as the Senior Surgeon may think fit, and to be entered in a book kept for that purpose. He and the Assistant Surgeon or Dispenser if any, shall not be absent at the same time.
- Private Practice prohibited.** 3. He shall not engage in private practice, in or out of the Institution.
- Books to be kept.** 4. He shall be responsible for the regular entry in proper books of the names of patients as admitted and discharged, and the nature of their diseases, and he shall have such books ready at all times for the inspection of the House Committee.
- Visit each Patient** 5. He shall visit each patient every morning and evening, and shall perform such professional duties and keep such records as shall from time to time be directed by the Senior Surgeon, or by the House Committee, and he shall on such visits examine the condition of the wards with respect to cleanliness, temperature, and ventilation; and he shall observe if the wardsmen and nurses have done their duty. If any complaints be preferred, he shall enter it immediately in the complaint book, which book shall be laid before the House Committee at each meeting.
- Condition of Wards.**
- Complaints.**
- Discharging Patients.** 6. He shall discharge patients when cured or relieved, and shall intimate the same to the Secretary before they leave, that the discharge book may be signed. Patients leaving of their own accord shall be reported to the House Committee and shall also be required to sign the discharge book.
- Special Reports.** 7. He shall make a special report to the House Committee on any patient who may have been two months in the Infirmary, and he shall also report any case that may, after consultation with the Honorary Medical Staff, be considered incurable, to be dealt with as the Committee may see fit.
- Incurables.**
- Bed Tickets.** 8. He shall cause to be affixed to the bed of each patient a card, stating the patient's name, age, religion, disease, date of admission, and diet, as the same may from time to time be changed.
- In urgent or serious cases send for Senior Surgeon.** 9. He shall attend all cases of accident and other urgent surgical cases without delay, and decide upon the propriety of sending for the Senior Surgeon, but in case of any accident or other surgical case of a serious nature, he shall forthwith send for the Senior Surgeon and in the event of his not being able to obtain the assistance of the Senior Surgeon, he shall send for one of the Honorary Medical Staff.
- Attend to Out-Patients.** 10. He shall at the usual hour when directed by, or in the absence of the Senior Surgeon, attend to the Out-patients. He shall issue notice to the Honorary Medical Staff of all consultations and operations, and shall give all requisite information to them on their visits to the Institution, and shall be responsible for the due entry of all consultations in the consultation book, and he shall obtain the signatures of the Surgeons present thereto.
- Consultations.**

11. He shall at once report to the Superintendent and Secretary any misconduct or neglect of duty which may come to his knowledge. Report Misconduct.

12. He shall have the charge of, and be responsible for, the surgical instruments and apparatus, and shall be accountable for the medicines, medical utensils, and appliances. Charge of Instruments, Medicines, &c.

13. He shall from time to time submit to the House Committee a list of medicines, medical and surgical instruments, utensils, and stores as may be required. Inventory.

14. He shall at the end of each year furnish a return of the diseases of all In-patients admitted during the year, showing the number admitted, also vital statistics of males and females, (classified by ages) treated, discharged, cured, or otherwise, and the numbers remaining, and shall at all times furnish the Committee with such returns and information relative to the medical department of the Institution as they may require. Return of Diseases.
Vital Statistics.

15. He shall furnish to the House Committee a weekly statement of the numbers in the Institution, showing the admissions, discharges, deaths, &c. Weekly Statement.

16. He shall endorse on the ticket of recommendation his reasons for refusal to admit a patient, sign the same, and forthwith deliver it to the Secretary to be filed. Endorse on ticket refusal to admit

SECRETARY AND SUPERINTENDENT.

SECRETARY AND
SUPERINTENDENT.

1. He shall attend at the Hospital from nine till five on week-days, and one hour on Sundays, but not at a stated time, and shall also make occasional visits in the evenings, and devote the whole of his time to the service of the Institution, and not engage directly or indirectly in any other business. Attendance.

2. He shall, under the direction of the House Committee, have the general control of the Institution, and shall enforce attention, sobriety, personal cleanliness, neatness, and obedience to orders. General control.

3. He shall report to the House Committee at its first meeting any misconduct, neglect of duty, or irregularity which may come to his knowledge. Report Misconduct.

4. He shall not absolutely discharge or permanently hire any servant of the Institution without the sanction of the House Committee. Servants.

5. He shall receive all monies paid at the Institution or to him from subscribers or other persons, and give printed receipts for the same, and shall duly enter the same as and when received in a book to be kept for that purpose, and shall pay the same to the Treasurer or into the bank account of the Institution once in every week; or, if the sum or sums received shall amount to or exceed £10 he shall pay the same forthwith, or on the day following the receipt thereof, and he shall at the time of payment furnish the Treasurer with the details of the receipts. Receive monies, and pay to Treasurer.

- Receive Property of Patients. 6. He shall also receive and give receipts for, and keep an account of money and other property belonging to patients, and shall pay such money as and when received into the same bank to a separate account, to be called "The Patients' Trust account," and he shall account for the same money or property weekly to the House Committee.
- Books and Accounts. 7. He shall keep all books and accounts in such a manner that they may be readily referred to, and shall have the custody of all books and documents relating to the Institution.
- Not lend or allow inspection of Books, &c. 8. He shall not lend any books, documents, or papers belonging to the Institution, or permit them to be inspected or removed without the express permission of the Committee of Management, or of the House or Finance Committees.
- Clerical Business, Notices, and Advertisements. 9. He shall perform the clerical business of the Institution, and shall convene the meetings of the various Committees in accordance with the Bye-laws, and shall send the required notice to each member. He shall prepare all advertisements relating to the Institution, and cause them to be inserted for the period required, or as ordered. He shall keep a diary, and enter therein all reports made to him and other matters and business of the day requiring attention. He shall enter his written reports to the Committees in a book to be kept for that purpose.
- Keep Diary and Report Book. 10. He shall cause a book to be kept in which visitors to the Institution can, if they desire it, write their names and make remarks. He shall see that the Medical Officers', Visiting, and Consultation Books are provided and kept ready for use, and that all books directed to be kept by the Surgeons and Matron are placed in their charge, ruled and headed as necessary.
- Provide other Books. 11. He shall carefully examine all accounts against the Institution, and shall prepare a warrant for the payment of such accounts monthly, for presentation to the House and Finance Committees.
- Accounts and Warrants. 12. He shall visit the wards and other offices as occasion may require and at uncertain times, so as to ensure complete supervision and efficiency throughout the establishment.
- Visit Wards and Offices. 13. He shall report to the House Committee any repairs which may be necessary, and give attention to the same during the progress of any works, and see that all fittings and appliances are in an efficient state.
- Repairs. 14. He shall in every case when patients are discharged by the Surgeon, dismissed by the Committee, or voluntarily leave the Institution, require them to sign the discharge book, first recording therein their answers to the various questions, such book to be submitted to the House Committee at each meeting and to the Committee of Management at the monthly meeting.
- Discharge Book. 15. He shall keep an interleaved book containing the bye-laws and regulations and shall insert therein any new regulation or order of the Committee as soon as confirmed, and shall communicate the effect thereof to those to whom it may relate.
- New Regulations. 16. He shall comply with the request of patients by immediately sending for any Minister of Religion.
- Send for Minister of Religion. 17. He shall be held responsible for the due observance of the provisions of the "Hospital and Charitable Institutions Act," "Anatomy Act," "Lunacy Statute," and the "Public Health Laws Amendment Act," so far as they are obligatory on the Institution.
- Provisions of Acts of Parliament. 17. He shall be held responsible for the due observance of the provisions of the "Hospital and Charitable Institutions Act," "Anatomy Act," "Lunacy Statute," and the "Public Health Laws Amendment Act," so far as they are obligatory on the Institution.

18. He shall under the direction of the House Committee procure all stores and supplies, and see that they correspond in description, quality, and quantity, with the tenders and orders; and in case they do not he shall report accordingly to the House Committee at its next meeting, or to the Chairman of that Committee if immediate action is necessary. Stores and Provisions.

19. He shall grant leave to all Benevolent Patients, and define the duration of same, giving a pass to the gate-keeper, who shall endorse the hour of return. Leave to Benevolent Inmates.

20. He shall keep a book recording all leave granted by him or other officers. Leave Book.

21. He shall employ any of the Benevolent Patients who may be required by the Resident Surgeon as capable of light work. Employ Patients.

22. He shall procure such articles as may be required in small quantities, but, he shall not purchase any article, or enter into any contract for the Institution exceeding £2 without the sanction of the House Committee. Purchase articles in small quantities.

23. He shall perform all other duties usually performed by a Secretary and Superintendent. General Duties.

HOUSE STEWARD AND DISPENSER.

HOUSE STEWARD AND DISPENSER.

1. The House Steward and Dispenser shall live in the house and shall not leave without the consent of the Resident Surgeon. Residence.

2. He shall not be absent for more than three hours at one time, nor after 11 o'clock at night without the consent of the House Committee, he and the Matron shall not be absent at the same time. Absence.

3. He shall under the direction of the House Committee and Superintendent, have the control of and receive all Wines, Spirits, Stores and supplies, and see that they correspond in description, quality, and quantity, with the tenders and orders. He shall weigh and measure out the provisions and other necessaries required for each day's consumption, and upon the written order of the Senior or Resident Surgeon or Superintendent, shall issue such Wines, Spirits, and other articles as may be required, and he shall enter full particulars in a book to be kept by him for that purpose, and shall show in such book the individual and aggregate consumption of provisions and medical comforts according to the dietary scale &c., and he shall prepare the usual monthly return of receipt and issue of stores, &c., as may be required by the House Committee or Superintendent. He shall not suffer any of the Wines, Spirits, Stores or other articles to be wasted or carried away. Control of Supplies.
Wines and Spirits
Monthly Return.

4. He shall perform such clerical work for and render such other assistance to the Senior and Resident Surgeon and Superintendent as he may be required to do, or as may be directed by the House Committee. Clerical Work.

5. He shall see that the clothes of all male patients as they are admitted are cleansed, and put carefully away, and shall enter in a book a list of all such clothes, as they are received, and obtain a receipt for the same from each patient when leaving. Patients' clothes
—care of.

- Patients' Clothes 6. He shall not, except in his presence, permit any of the male patients' clothes to be removed from the store.
- Report Misconduct. 7. He shall report to the Secretary and Superintendent any misconduct, neglect of duty, or irregularity, which may come to his knowledge.
- Dispensing. 8. He shall dispense all prescriptions, and shall carry out the instructions of the Senior and Resident Surgeons, and shall write, or cause to be written, upon every medicine dispensed the name of the patient for whom it is prescribed, and the time at, and the manner in which it is to be administered, and he shall perform all other duties of a Dispenser.
- Wines & Spirits. 9. He shall keep an accurate record of every patient for whom Wine, Spirits, Ale or Stout, shall be prescribed, with the name of the Medical Officer ordering the same, and the quantity daily ordered; he shall also keep an account of the quantity of spirits used in making tinctures, &c.
- Receiving Patients. 10. He shall in the absence of the Senior and Resident Surgeons receive any patient, and send immediately for either Senior, Resident, or one of the Honorary Surgeons, if he deems it necessary.
- Leave to Wardsmen. 11. He shall not give leave to the wardsmen except by pass countersigned by the Resident Surgeon, specifying the length of absence for which leave is granted.

MATRON.

- MATRON.
- Residence, duties, and absence. 1. She shall live in the house, and, subject to the general control of the Superintendent and Secretary, shall be mistress of the household. She shall not be absent from the Institution at any time without the permission of the Senior or Resident Surgeon; and she shall acquaint the House Steward of her departure and return. She and the House Steward shall not be absent at the same time.
- Control of Nurses & Female Servants. 2. She shall have control of the nurses and female servants, and shall conduct the household affairs in accordance with such regulations or directions as shall be issued or given by the Committee of Management or House Committee.
- Attention to Patients on admission. 3. She shall, under the direction of the Resident Surgeon, take care that the Wardsmen and Nurses attend to the proper bathing of patients on their admission, and shall cause the patients to be afterwards placed in convenient beds within the wards assigned for their reception. She shall in the course of the day of admission see that they are properly accommodated.
- Patients' clothes — care of. 4. She shall see that the clothes of all female patients as they are admitted are cleansed and put carefully away, and shall enter in a book a list of all such clothes as they are received, and obtain the receipt of each patient for the same when leaving. She shall not, except in her presence, permit any of the female patients' clothes to be removed from the Store.
- Inspect Bedding and clothes. 5. She shall daily see that the beds, linen, and clothes of the patients are clean and in good order, and shall cause such as may require it to be replaced by others, and she shall not allow any unnecessary accumulation of soiled clothing.

6. On the discharge or death of a patient she shall see that the whole of the bedding be replaced with clean articles; and in the case of the death of a patient she shall be responsible for the orderly disposal of the body till the death be reported to the Resident Surgeon, and the body be removed. Bed Linen to be changed on discharge or death of Patient.
7. She shall visit all the female wards daily before 9 a.m., and after 8 p.m., and at uncertain times besides, and she shall also on each day visit the other apartments, and see that good order and cleanliness are everywhere maintained, that the rules are strictly observed, and that the nurses and servants do their duty. She shall see that such of the prescribed diets of the patients as require to be cut up are properly cut up, and that all diets are properly served to the Wardsmen and Nurses, and shall attend to the distribution of diets, so that there may be no reasonable cause of complaint. Visit Wards and other apartments.
Attention to diet.
8. She shall visit the laundry daily, and give the necessary instructions concerning the washing, drying, and getting up of the linen, blankets, &c., and see that the same are in every respect fit for use before being again issued. She shall give the necessary directions for making and mending the linen and clothing, and take care that all articles are properly numbered and marked with the name of the Institution, and shall notify to the Superintendent any deficiency in the stock of such articles. Laundry—superintend washing making, and mending linen.
Articles to be marked.
9. She shall have charge of the clothing, bedding, linen, haberdashery, cutlery, glass, delf, kitchen utensils, and other articles of household management, and shall keep an accurate account of same in a book, and make a half-yearly return thereof early in the months of June and December to the Superintendent, to be laid before the House Committee, showing the condition of the stock on hand, and the probable requirements for the next half-year. Charge of clothing.
Crockery, &c.
Half-yearly Return.
10. She shall see that all the food for the patients, officers, and servants is properly cooked and served, and generally shall perform all other duties of matron. Superintend cooking & serving of food.
11. She shall strictly attend to the directions of the Medical Officers, and use her utmost endeavours to prevent the introduction of liquor and improper provisions for the patients. She shall treat them with kindness, and never suffer any unkindness or neglect to go unreported or unreported. Attend to Directions of Medical Officers.
12. She may employ the Nurses and female servants (when not engaged with the patients) in doing other work for the benefit of the Institution. Employ Nurses & Servants.
13. She shall not give leave of absence to any Nurse except by pass, countersigned by the Resident Surgeon, and specifying the length of absence for which leave is granted; nor to the Cook or any female servant unless by pass naming the length of time for which leave is granted. Leave of absence to Nurses and Servants.
14. In the event of any patient requesting the presence of any minister of religion she shall give immediate notice of such request to the Superintendent and Secretary. Notice to be given if minister of religion be required.
15. She shall at once report to the Resident Surgeon, or to the Superintendent and Secretary, any misconduct, neglect of duty, or irregularity which may come to her knowledge. Report Misconduct.

WARDSMEN,
NURSES,
AND SERVANTS.

WARDSMEN, NURSES, AND SERVANTS.

- Attendance. 1. The Wardsmen or Nurses shall be constantly in their wards, and regular in their attendance upon the patients.
- Department, and withdrawal from Wards. 2. They shall obey the Surgeons, the Superintendent, and Matron. They shall behave with tenderness to all patients, with civility and respect to strangers. They shall withdraw from the wards when the Visiting or House Committee enter them, unless desired to remain; and they shall take no presents, or gratuity in money or otherwise, from the patients, their friends, or strangers, who may visit the Institution, on any pretence whatever. Infringement of this rule will be subject to instant dismissal.
- Permission for temporary absence. 3. No Wardsman, Nurse, or Servant shall leave the Institution without leave properly obtained.
- Personal Cleanliness. 4. The Wardsmen and Nurses shall be particular to observe personal cleanliness. They shall have their respective wards swept and thoroughly cleansed, and all dirt and rubbish removed from them by seven o'clock in the morning in the summer, and before eight o'clock in the morning in the winter.
- Cleansing Wards. 5. They shall have the several chamber utensils scalded every morning, and scoured as often as may be necessary, and kept out of the wards during the day, unless specially required.
- Details to promote comfort and cleanliness. 6. They shall pay great attention to the ventilation of the wards, and to the bedding of the patients, and have the mattresses thoroughly aired, and dried when necessary, and the sheets, blankets, and counterpanes renewed as often as required. On the discharge or death of a patient, they shall deliver to the Matron the whole of the bed-linen; and, in every case of death they shall expose the bed to the external air as soon as practicable.
7. They shall not allow anything to be hung or thrown out of the windows.
- Medicines, Diet, &c. 8. They shall administer to the patients, at the times directed, the medicines, medical comforts, and the diet prescribed; and they shall not suffer them to take any which are not prescribed; and they shall be careful to explain to the patients the instructions of the Senior or Resident Surgeon.
- Breakfast and other meals. 9. They shall serve up breakfast to the patients at eight o'clock in the morning, and other meals at the appointed hours, or when directed.
- Respecting Visitors. 10. They shall not permit patients to receive from visitors medicines, victuals, or liquor of any kind; nor allow any portion of medicine, diet, or any other thing, to be removed from the wards by the patients or visitors, without an order from the Senior or Resident Surgeon.
- Collect Phials &c. 11. They shall be careful to collect and carry to the Dispensary all empty phials, gallipots, bandages, &c.; and they shall attend at the Dispensary at the time appointed to receive medicines and instructions.
- Attend at Dispensary for Medicines. 12. They shall watch attentively the state and symptoms of the patients, more especially in urgent or uncommon cases, and report those, and every material change, directly to the Resident Surgeon; or, in case of females, to the Matron; and in event of orders being given for medicines or medical comforts, they shall immediately apply for the same.
- Watch and report Patients' state and symptoms.

13. They shall cause every patient, on admission, to have a warm bath (unless the same is forbidden by the Surgeon) before being put into bed; and shall also see that the hands and face of every one be daily washed, and that their persons and clothes are in a proper state. Bathing & Clean-
liness of Pa-
tients.

14. They shall not admit any stranger into any ward without permission of the Senior or Resident Surgeon or the Superintendent. Admission of
Strangers.

15. One Wardsman or Nurse, in rotation, shall be on duty from eight o'clock every night to six o'clock the following morning, and shall visit each ward once in every two hours, or more frequently if necessary or directed; and shall pay due attention to such patients as may require it, and should there be occasion, shall communicate with the Resident Surgeon. Wardsman or
Nurse on night
duty.

16. All Wardsmen, Nurses, and Servants shall strictly conform to the Regulations of the Institution, and they shall report immediately to the Resident Surgeon, Superintendent, or Matron, any impropriety of conduct, or infringement of the Bye-laws or Regulations, which may come under their notice; and if such complaint be not properly attended to, they shall report the same to the House Committee at its next meeting. Conform to Regu-
lations.

17. Any Servant of the Institution who shall be incapacitated by illness or accident, if the same shall exceed seven days, may be admitted as an in-patient, and thenceforth shall be entitled only to half pay for any period not exceeding one month, when his or her wages shall cease. Illness.

PATIENTS.

1. Patients shall conduct themselves orderly, and shall strictly observe all the directions of the Surgeons, Superintendent, Matron, Wardsmen, and Nurses. PATIENTS.
Conduct; observe
directions.

2. They shall take their medicines at the time directed, and they shall take no other medicines than those prescribed; and they shall not conceal or waste any portion of the medicine or diet administered to them. Medicines and
Diet.

3. No patient shall leave his or her ward and go into another ward or apartment, nor quit the Institution on any pretence, without leave of the Senior or Resident Surgeon or Superintendent, and shall not remain out for a longer time than leave is granted. Patients having leave for the day shall return before sunset. No male patient shall go into the female wards, nor female patient into the male wards without leave of the Senior or Resident Surgeon. As to leaving
Wards and ab-
sence.

4. No patient shall introduce visitors, nor receive medicines, victuals, liquors, tobacco, or anything, without express leave of the Senior or Resident Surgeon or Superintendent. Not to receive
anything with-
out leave.

5. They shall not smoke in the wards, nor play at cards or dice, nor gamble, nor spit on the floor, nor deface or injure any part of the ward, furniture, bedding, or clothing therein, nor sing, blaspheme, or use rude or indecent language. Details respecting
cleanliness and
conduct.

- Not to give reward or gratuity. 6. No patient shall give reward or gratuity to any of the Wardsmen, Nurses, or other Servants.
- Complaints. 7. Any patient having any cause of complaint shall make the same known to the Resident Surgeon, whose duty it shall be to enter such complaint immediately, in the book kept for that purpose, which book shall be laid before the House Committee at each meeting. Complaints may also be made to the Visiting Committee, who shall, if they deem them of sufficient importance, record the same in the Complaint Book.
- Employment of Convalescent Patients. 8. Patients judged by the Resident Surgeon sufficiently convalescent to be able to assist in the work of the Institution shall be so employed.
- Regulations respecting rising and sitting up. 9. Patients shall not sit up after eight o'clock in the winter, or nine o'clock in the summer; and all patients considered by the Resident Surgeon able to do so, shall rise by seven o'clock in the summer, and before eight o'clock in the winter.
- Venereal patients 10. No venereal patient shall be admitted a second time, having been once under treatment and cured.
- Patients offending against regulations may be expelled. 11. Every patient offending against the above Regulations may be expelled by the House Committee.

VISITORS.

VISITORS.

- When admitted. 1. Visitors shall be admitted into the Institution on Sunday and Thursday in each week, between the hours of three and five in the afternoon, but no visitor shall be allowed to remain more than one hour. Not more than two visitors will be allowed to see any patient at the same time, except on special occasions, and by leave of the Senior or Resident Surgeon or Superintendent.
- Visits limited to one hour.
- Special Visits. 2. Visitors may be admitted on special occasions by either of the Surgeons or Superintendent, or by a written order from a member of the House Committee.
- Prohibitions. 3. Visitors shall not be allowed to enter any ward without the leave of the Senior or Resident Surgeon or Superintendent, and every visitor shall retire when requested.
4. They shall not be permitted to give to, or to leave with, any patient any medicines, food or liquor of any kind, without the express leave of the Senior or Resident Surgeon or Superintendent.
5. No Visitor shall give to any Servant of the Institution any money or gratuity of any kind.
- Not to interfere or make noise. 6. Visitors shall not interfere with the Wardsmen or Nurses, or disturb the patients by loud talking or unnecessary noise.
- Visits to Female Wards. 7. No male Visitor shall visit a female ward without the leave of the Senior or Resident Surgeon or Superintendent, and then shall not enter the ward without the Nurse in charge being first informed.
- Visitors violating regulations not re-admissible. 8. Any Visitor violating any of the Regulations of the Institution, or behaving with impropriety, shall be compelled to retire, and will not be re-admitted without special leave from the Senior or Resident Surgeon or Superintendent.