

THE CONSTITUTION

AND

RULES AND REGULATIONS

OF

The Glasgow Royal Infirmary.

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# THE CONSTITUTION

AND

## RULES AND REGULATIONS

OF

### The Glasgow Royal Infirmary:

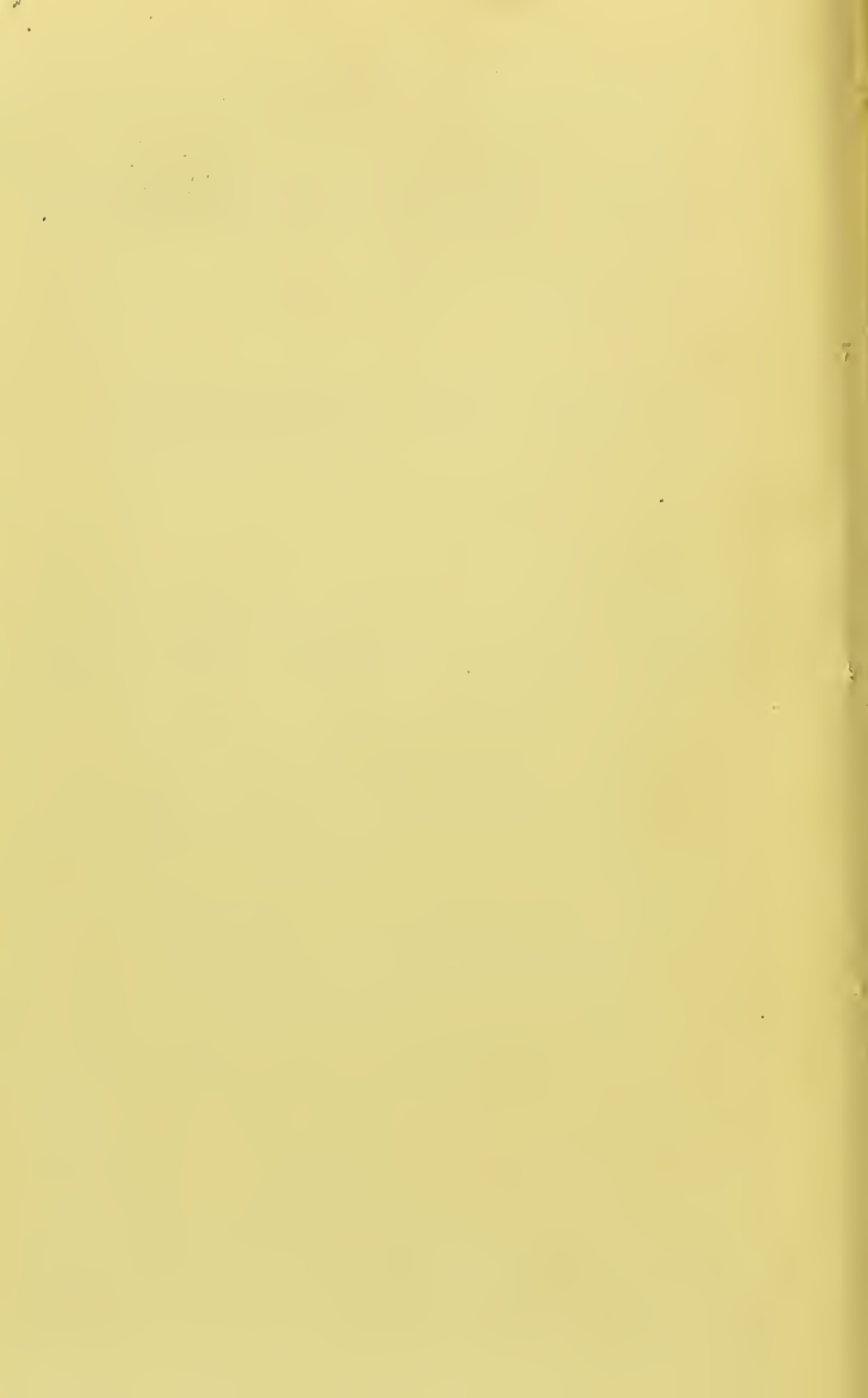
AS REVISED BY THE MANAGERS.

FEBRUARY, 1894.

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THE CONSTITUTION  
AND  
RULES AND REGULATIONS  
OF  
THE GLASGOW ROYAL INFIRMARY.

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1.—ITS CONSTITUTION AND STAFF.

THE GLASGOW ROYAL INFIRMARY was established in 1791, under a Charter granted by King George III., bearing date the 21st December of that year.

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CHARTER OF THE GLASGOW ROYAL INFIRMARY,  
GRANTED DECEMBER 21st, 1791.

GEORGE the Third, by the Grace of God, of Great Britain, France, and Ireland, King, Defender of the Faith, &c., considering, that whereas James MacDowall, Esquire, Lord Provost of the City of Glasgow, hath, by his Petition on behalf of himself and the other Contributors to the Glasgow Infirmary, humbly represented to his Majesty, that an Infirmary for the relief of persons labouring under poverty and disease, has been long wanted in the City of Glasgow, and in the adjoining Counties of Scotland, and is become more necessary at present than at any former period, on account of the prosperous state of Manufacturers in Glasgow, and its neighbourhood and the increased population of those Classes of Manufacturers and Labourers, of every kind who are most likely to require charitable assistance. That though the City of Glasgow hath ever paid the greatest attention to the diseased poor, and the Physicians and Surgeons have not only given gratuitous advice and assistance, but on many occasions furnished them with Medicines, yet, as the number of the diseased poor is constantly increasing, they find themselves altogether incapable of giving that relief which their cases require, particularly while the poor and diseased live dispersed in different parts of a large City

and its Suburbs, and are not under their regular and daily inspections. That certain charitable and well disposed persons, well affected to his Majesty's person and government, feeling for the miserable state of the diseased poor, and desirous of contributing to their relief, have raised a sum of Money, by voluntary subscription, to be applied, under certain Rules and Regulations, for the purpose of erecting and supporting an Infirmary in the City of Glasgow, where the sick poor may be collected together, and may have all the advantages of lodging, attendance, diet, medicine, and the ablest advice and assistance. That the Petitioner and the said other Contributors are advised, and do most firmly believe, that if they and all future Contributors were invested with Corporative Powers, their charitable design would be rendered more beneficial and extensive, their funds greatly increased, and would be more properly and with better security applied; And therefore most humbly prayeth, that his Majesty would be graciously pleased to grant, to the Contributors to the Glasgow Infirmary, his Royal Charter, incorporating them and their Successors, in the management of the affairs of the said Infirmary, into a Body-politic and corporative, by the name of the GLASGOW ROYAL INFIRMARY, with a perpetual succession, with powers to use a Common Seal, to sue and be sued, to purchase Lands, make Bye-Laws, and with all other necessary and usual powers;—His Majesty having taken the said Petition into his Royal consideration, and being willing to give all proper encouragement to the said Society, Therefore his Majesty, in compliance with the said humble request, and by virtue of his prerogative royal and of his special grace, certain knowledge, and mere motion, ORDAINS a Charter to be made and passed, under the Seal appointed by the Treaty of Union to be kept in Scotland, in place of the Great Seal thereof, Granting, Constituting, Declaring and appointing, as his Majesty by these presents Grants, Constitutes, Declares and Appoints, that the said James MacDowall, Esq., and all and every the Contributors and Donors who have already subscribed, or who shall hereafter contribute to the funds of the said Society, shall be, and be called one Corporation and Body-corporate and politic, by the name and style of the GLASGOW ROYAL INFIRMARY, and that they and their Successors shall

for ever hereafter have a perpetual Succession for the purposes of the better and more effectually managing, directing, ordering, and appointing in all matters and things respecting the said Society, and the funds thereunto belonging: and his Majesty, for the purposes aforesaid, doth, by these presents make, create, constitute and establish, the said James MacDowall, and such other persons as have already contributed, or shall hereafter contribute to the funds of the said Society, into a Corporation or Body-corporate and politic forever, by the name and style of the GLASGOW ROYAL INFIRMARY; and that the said Corporation, by the name and Style aforesaid, shall and may be able and capable in Law, to purchase, hold and enjoy, in perpetuity, Lands, Tenements and any other Estate or Estates of Inheritance, not exceeding the yearly value of One Thousand Pounds Sterling, to lend any Sum or Sums of Money, to any person or persons upon heritable or personal securities, or such securities as they shall think fit; to erect houses, to hold Goods and Chattels, and to receive and hold Donations, and Legacies, for the purposes aforesaid: and also, that, in the name and style aforesaid, the said Corporation shall and may sue and be sued, plead and be impleaded, defend and be defended, in whatsoever Courts and places, and before whatsoever Judges, Justices, and other Officers in all Actions, Pleas, Complaints, Accounts, matters and demands whatsoever, and in such manner and form as any of his Majesty's subjects able and capable in the Law, or any other Body-politic and corporate may or can; and also, that the said Corporation shall and may have a Common Seal for the doing of all manner of business and causes of them and their Successors, and that it shall and may be lawful for them and their Successors to break, change or new make the same Seal, from time to time, as to them or the majority of them shall seem expedient; which Seal shall be kept by the President, Treasurer, or Clerk of the said Society, one of whom shall attend with it at all meetings where it shall be required.

And his Majesty for himself and his heirs and successors, directs, orders, and appoints, that the affairs of the said Corporation shall be from time to time governed and directed by twenty-five Managers and Directors, whereof the Lord Provost of Glasgow for the time being, the Member of Parliament for the City of



Glasgow for the time being, the Dean of Guild of the said City for the time being, the Deacon Convener of the Trades of the said City for the time being, the Professor of Medicine of the College of Glasgow for the time being, the Professor of Anatomy of the said College for the time being, the President of the Faculty of Physicians and Surgeons in the said City for the time being, making in all seven in number, shall be perpetual Managers or Directors of the said Infirmary without election or nomination: That the remaining eighteen Managers shall be annually elected at the times, and in the manner after prescribed, out of the following classes or descriptions of men that is to say, one Manager shall be annually nominated by the Town Council of the City of Glasgow, one other manager by the Merchants' House of the said City, one other Manager by the Trades' House of the said City, one other Manager by the Faculty of the College of Glasgow; but that these Societies shall not be limited in their nomination of Managers to their actual members, but may nominate such other fit persons as they may think proper: That three other Managers shall be nominated by the Faculty of Physicians and Surgeons out of the incorporated Members of the said Faculty, two of them always being Surgeons, but when neither the Professor of Medicine nor the Professor of Anatomy in the College of Glasgow shall be Physicians, the third Manager to be nominated by the said Incorporation shall always be a Physician, and also, that when the President of the Faculty of Physicians and Surgeons shall happen to be either Professor of Medicine or Professor of Anatomy in the College of Glasgow, then, and in that case, another Physician shall be elected a Manager by them out of the said Incorporation, so that three annual Managers may at all times be nominated by the said Faculty of Physicians and Surgeons: That one of the Ministers of the Established Church shall be elected a Manager or Director annually by the whole Established Ministers of Glasgow: That ten Contributors, residing in or near Glasgow, if such can be found, shall be nominated Managers or Directors by such Contributors as shall have subscribed respectively to the amount of Ten Pounds Sterling, or more, or of Two Guineas of annual subscription, or more, after having been Subscribers for one year, and as long as they shall continue to pay the

said subscription, and also by the Preses or heads of such Societies as shall have respectively contributed Fifty Pounds Sterling, or more, or who shall pay an annual subscription of Five Guineas, or more, after having been subscribers for one year, and as long as they shall continue to pay the said subscriptions : And if at any time hereafter it shall happen that the whole number of Contributors of the above description shall be reduced below the number of Twenty, then the other Managers legally called to the management as aforesaid, with such number of Contributors as may still remain, if any such there shall be, shall nominate ten fit persons out of the above mentioned or other descriptions or classes of persons to make up the number of twenty five Managers, in whom the annual management is to be vested.

And his Majesty further grants and declares, that the said James MacDowall, Esquire, the Right Honourable Ilay Campbell, Lord President of the Court of Session in Scotland, William MacDowall of Gartland, Esquire, Member of Parliament for the City of Glasgow, Gilbert Hamilton, Esquire, Dean of Guild of the said City, James McLehose, Esquire, Convener of the Trades of the said City, Thomas Charles Hope, M.D., Professor of Medicine in the College of Glasgow, and President of the Faculty of Physicians and Surgeons in the City of Glasgow, Robert Cleghorn, of Glasgow, M.D., George Oswald of Scotstown, Esquire, David Dale, Robert Scott Moncrief, Archibald Grahame, William Craig, Merchants in Glasgow, Thomas Reid, D.D., Professor of Moral Philosophy in the College of Glasgow, George Jardine, Professor of Logic in the said College, Robert Wallace, Alexander Dunlop, and Charles Wilson, Surgeons in Glasgow, shall take upon themselves the management and direction of the whole affairs of the said Corporation, from the date of this Charter, till the first Monday in February, which will be in the year of our Lord one thousand seven hundred and ninety-three ; any seven or more of whom shall constitute a meeting, or quorum, for managing the funds of the said Incorporation in all matters and things, with power of adjournment as they shall see cause.

That at some convenient time before the first Monday in January, which will be in the year of our Lord one thousand seven hundred and ninety-three, the Town Council of Glasgow, the



Merchants' House of the said City, the Trades' House of the said City, the Faculty of the College of Glasgow, the Faculty of Physicians and Surgeons of the said City, and the Ministers of the Established Church in Glasgow, shall elect or nominate their respective proportions of Managers above-mentioned, which nomination shall be intimated and declared at a General Meeting of qualified Contributors to be held on the first Monday of January yearly, by which meeting of qualified Contributors, or a majority of them, on the said first Monday of January yearly, ten Contributors, qualified as above, shall be chosen Managers or Governors for the ensuing year; and, if the above-mentioned Societies, or descriptions of persons having right to nominate Managers, shall fail to nominate their respective proportions, and to declare their nomination as above, then it shall be competent for the Managers legally appointed or elected, and assembled on the first Monday of February yearly, to nominate from the several Societies or Classes of men who have failed to nominate, or elect, their respective proportion of Managers, to make up the full number of twenty-five Managers for directing and governing the affairs of the Corporation for the ensuing year.

That on or before the first Monday of January in the year following, in like manner twenty-five Managers shall be nominated and called to the management, as their successors in the management and direction of the affairs of the said Corporation; and so on yearly, and every year for ever, the several Societies and descriptions of persons having right to elect, shall elect and nominate their respective proportions of Managers, at the times and in the manner herein directed, which Managers, together with the said Lord Provost of Glasgow, the Member of Parliament for the City, the Dean of Guild, the Deacon Convener of the Trades, all of the said City, the Professor of Medicine, the Professor of Anatomy, both of the College of Glasgow, the President of the Faculty of Physicians and Surgeons in Glasgow, shall compose the full number of twenty-five Managers the ensuing year, who shall immediately thereafter enter on the execution of their office.

That the said twenty-five Managers, any seven or more of whom shall constitute a meeting for conducting the Business, and managing the Funds, of the said Corporation, in all matters,

excepting as hereinafter excepted, and their successors, in all time coming, shall hold four meetings every year, at some convenient place within the City of Glasgow, viz., on the first Monday of February, the first Monday of May, the first Monday of August, and the first Monday of November, yearly, with power to adjourn and to hold as many more meetings as they shall see needful, and that the majority of Managers shall have power, as often as they shall think proper, to call a General Meeting of qualified Contributors by an advertisement in the Glasgow newspapers, at least ten days before the day fixed for said meeting, and intimating in said advertisement the business of said Extraordinary Meeting; and the Resolutions of which meeting, called in the above manner shall be as valid and effectual in every respect as those of the General Meetings fixed by this Charter; and to all meetings of the Managers, the Managers shall be summoned by a written order, at least on the lawful day immediately preceding such meetings.

That the twenty-five Managers, or any seven or more of them, shall after their appointment or election, or at their first stated meeting on the first Monday of February yearly, appoint such Committees of their number as they shall think proper, to take the charge of particular departments of the business of the Infirmary, and shall establish such distribution and management thereof amongst themselves as they shall from time to time find expedient and necessary.

That the twenty-five members may and shall annually, after their election and entry into office, nominate and choose a Treasurer to the Corporation, and a Clerk thereto, and such other persons as they shall judge necessary to be employed in the service of the Corporation, and shall appoint them such salaries, fees, or rewards as they shall judge proper, and that they may have power at their pleasure to discharge the said Treasurer and Clerk and others employed as aforesaid, and to put other officers in their places as they shall see cause, and that the Treasurer, under the direction of the annual Managers, shall have the custody of the Corporation's Cash, and shall receive in and pay out all the monies as he shall be warranted to do by the said Managers from time to time, and for which he shall be obliged to keep and produce regular accompts as often as he shall be required; that the said

Treasurer shall not keep in his hands at any time more than Fifty Pounds Sterling, but shall be obliged to lodge all sums above Fifty Pounds in one of the Banks in Glasgow, at such a rate of interest as can be got therefor, for the behoof of the Corporation ; and the said Treasurer shall be obliged to give security for his fidelity in the discharge of his office to the satisfaction of the annual Managers.

That it shall not be lawful for the Managers, or their quorum, to break in upon the stock of the Corporation ascertained at the annual balance, on any occasion or pretext whatsoever, without the authority of the General Court of Contributors to be afterwards mentioned.

That it shall and may be lawful for all and every the Members of the said Corporation, or Body-politic, who shall have respectively contributed Ten Pounds Sterling or more, or Two Guineas or more, of annual subscription, after having paid said subscription one year, and as long as they shall continue to pay it, together with the Preseses or heads of those Societies who may have respectively contributed Fifty Pounds or more, or Five Guineas or more, of annual subscription, after having paid such subscription one year, and as long as they shall continue to pay it, to assemble and meet together on the first Monday of January, one thousand seven hundred and ninety-three, in some convenient place within the City of Glasgow, of which due intimation shall be given by an advertisement in the Glasgow newspapers, and for ever thereafter yearly, on every first Monday of January, at such proper place as they shall appoint, and that the said Members of the Corporation so assembled, shall be and be called a General Court, and they, or a majority so assembled, shall have full power and authority to make and constitute such Bye-Laws, Ordinances and Regulations, for the management and government of the affairs of the said Corporation as to them shall seem meet, so that such Bye-Laws, Ordinances, and Regulations be not contrary to the true intent and meaning of this Charter, nor repugnant to the laws of the Realm. That, at the second and every succeeding meeting of the General Court, the Managers of the preceding year, shall lay before the General Court, and the Managers who shall succeed them in office for the year ensuing, an account of their proceedings in the execution of their office, together with a full and distinct



state of the Capital Stock of the Corporation, in Lands, Money. or other effects; and also a state of the sick or diseased poor, taken in and entertained during the year of their management, containing the names of the sick and the diseased, the parishes to which they belong, the time when received into the Infirmary, their several diseases, and the number received, cured, dismissed, or dead.

That it shall be lawful for the Lord Provost of Glasgow for the time being, to preside at all meetings of the General Court, and also of the annual Managers, and, in his absence, a President to be elected by the meeting, and the President of said meetings shall have a deliberate and casting vote in all business that may come before them; that it shall be competent for the Lord Provost of Glasgow for the time being, and, in his absence, the Dean of Guild or the President of said meeting, to administer the oath *de fidei administratione* to the first Managers, and the like oath *de fidei* shall, in like manner, be annually sworn by all the Managers at the first meeting after their election, and that the said Managers, or the President of their meeting, shall be appointed to administer the oath *de fidei* to the Treasurer and Clerk, and others employed by the Managers, at their entry into their office; and, in case any of the Managers elected as aforesaid shall refuse to accept of the office, and to take the oath *de fidei*, or that any of them shall happen to die within a year after their election, the other Managers legally elected shall, at their first meeting thereafter, be authorised to nominate another Manager or Managers in the room of the person or persons refusing to accept the office, or deceased. And the said Managers, or any of them, are hereby authorised to receive such further sums of Money, Lands, Goods, or Gear, as shall be given by any person whatsoever to the use of the said Corporation, and shall keep books for subscription, and such other books as they shall think needful for that purpose, and for all other purposes of the Corporation.

And His Majesty doth for himself, and his heirs and successors, give and grant to the Members of the said Corporation, and their successors, full power and authority in general meetings assembled from time to time, to constitute, ordain, and make such and so many Bye-Laws, Constitutions, Orders, and Ordinances as they, or the greater part of them being then and there present, shall judge

proper and necessary for the better government and direction of the said Corporation, and the said Bye-Laws, Constitutions, Orders, and Ordinances, or any of them, to alter and annul as the said Corporation so assembled, or the major part of them then present shall see requisite, all and singular which Bye-Laws, Constitutions, Orders, and Ordinances so as aforesaid to be made, His Majesty wills shall be duly observed and kept, but so always as the same be noways contrary or repugnant to the laws of the Realm, and the tenor of this Charter, and so as such Bye-Laws, Constitutions, Orders, and Ordinances, from time to time to be imposed, and every repeal, or alteration thereof or any of them, be likewise agreed to, be established and confirmed by a General Meeting of the said Corporation, to be held and kept next after the same shall be respectively made. And His Majesty for himself, his heirs and successors, declares that these His Majesty's Letters Patent, shall be in, and by, all things valid and effectual in Law, according to the true intent and meaning of the same, and shall be taken, construed, and adjudged in the most favourable and beneficial manner for the best advantage of the said Corporation, notwithstanding any misrecital, defect, uncertainty, or imperfection, in these His Majesty's Letters Patent. And His Majesty doth for himself, and his heirs and successors, covenant, grant and agree to and with the said Corporation or Body-politic, and their successors, that His Majesty, his heirs and successors, shall and will, from time to time, and at all times hereafter, upon the humble suit and request of the said Corporation or body-politic, and their successors, give and grant unto them all such further and other privileges, authorities, matters, and things, for rendering more effectual this His Majesty's grant according to the true intent and meaning of these presents, which he or they can, or may, lawfully grant, as shall be reasonably advised and devised by the Counsel learned in the law of the said Corporation, or Body-politic, for the time being, and shall be approved of by the Lord Advocate and Solicitor-General in Scotland of His Majesty, his heirs, and successors, in his or their behoof. And His Majesty doth further will and command, that this Charter do pass the seal appointed by the Treaty of Union to be kept and used in Scotland, in place of the great seal thereof, without passing any other seal or register ; for doing whereof, this



shall be as well to the Directors of His Majesty's Chancery for writing the same, as to the keeper of the said seal for causing the same to be appended thereto, a sufficient warrant. Given at His Majesty's Court at St. James's, the twenty-first day of December, 1791 in the thirty-second year of His Majesty's Reign.

By His Majesty's Command,

(Subscribed) HENRY DUNDAS.

A Supplementary Charter was obtained in 1875.

## SUPPLEMENTARY CHARTER,

SEALED 20TH AUGUST, 1875.

VICTORIA, by the Grace of God of the United Kingdom of Great Britain and Ireland, Queen, Defender of the faith. WHEREAS by Charter granted by our Royal predecessor King George the Third on the 21st day of December, One Thousand Seven Hundred and Ninety-one, His Majesty was graciously pleased to grant, constitute, declare, and appoint that James M'Dowall, Esquire, Lord Provost of the City of Glasgow, and all and every the contributors and donors who had already subscribed or who should thereafter contribute to the Funds of the Society which had been formed for the purpose of erecting and supporting an Infirmary in the City of Glasgow, should be and be called one Corporation and body corporate and politic, by the name and style of the GLASGOW ROYAL INFIRMARY and that they and their successors should thereafter have a perpetual succession for the purposes of the better and more effectually managing, directing, ordering and appointing in all matters and things respecting the said Society and the funds thereunto belonging: And His Majesty for the purposes aforesaid did by the said Charter make, create, constitute, and establish the said James M'Dowall and such other persons as had already contributed or should thereafter contribute to the funds of the said Society into a Corporation or body corporate and politic for ever, by the name and style of the GLASGOW ROYAL INFIRMARY, with the powers, privileges and authorities and subject to the regulations particularly specified in the said Charter, and here held as repeated *brevitatis causa*, and His Majesty did by the said Charter for himself and his heirs and successors, covenant, grant and agree, to and with the said Corporation or

body-politic and their successors, that His Majesty, his heirs, and successors, should and would from time to time and at all times thereafter, upon the humble suit and request of the said Corporation or body-politic, and their successors, give and grant unto them all such further and other privileges, authorities, matters and things for rendering more effectual the said Charter according to the true intent and meaning of the same, which he or they could or might lawfully grant or should be reasonably advised and devised by the Counsel learned in the law of the said Corporation or body-politic for the time being, and should be approved by the Lord Advocate and Solicitor-General in Scotland of His Majesty, his heirs and successors, in his or their behoof: And whereas the said Corporation or body-politic have by petition humbly represented to us that it is expedient and would be for the benefit of the said Corporation or body-politic that the said Charter should be in certain respects amended, and that certain further powers and privileges should be granted to the said Corporation; and having taken the said petition into our Royal consideration, together with the opinion thereon of our Lord Advocate and Solicitor-General for Scotland, and being willing to grant the said request; Therefore, in compliance therewith, and by virtue of our Royal prerogative, We do hereby grant, constitute, declare, and appoint that in time coming all the Members of Parliament for the City of Glasgow for the time being, shall be Managers or Directors of the said Infirmary without election or nomination, and that the number of Managers or Directors of the said Infirmary fixed by the said Charter shall be increased accordingly; and that the said Corporation, by the name and style aforesaid, shall be able and capable in law to purchase, hold, and enjoy in perpetuity, lands, tenements, and any other estate or estates of inheritance not exceeding the yearly value of four thousand pounds sterling, over and above the value of the lands, tenements, and other estate or estates of inheritance, which by the said Charter they were authorised to purchase, hold and enjoy, and over and above the value of any lands and buildings which are or may hereafter from time to time be possessed and used for accommodation of patients recommended or sent to the said Infirmary, and the officials and others connected with the said Infirmary; As also

to sell and dispoſe the lands, tenements, buildings and other eſtates already belonging and which may hereafter belong to the ſaid Corporation or body-politic, and, ſubject to the limitation aforeſaid, to repurchase and hold and enjoy other lands, tenements, buildings, and other eſtates in lieu thereof: As alſo to lend the funds of the ſaid Corporation on heritable ſecurity, or on the bonds, or mortgages, or debentures of incorporations or incorporated companies; or on the ſecurity of the public or Government funds of Great Britain, or to inveſt the ſame in the purchase of the public or Government funds aforeſaid, or of feu duties or ground annuals, or of guaranteed or preference or debenture ſtock of any railway company in Great Britain, incorporated by Act of Parliament, whoſe undertaking is in actual operation, and who are paying a dividend on their ordinary ſhares or ſtock, or to retain the ſame in Bank in Great Britain. And we do hereby further ordain, conſtitute, and appoint that the meeting of the Contributors and Subſcribers to the ſaid Infirmary, which by the ſaid Charter is appointed to be held on the firſt Monday of January yearly, ſhall in lieu thereof be held on the laſt Monday of January yearly, or on ſuch other day as ſhall be from time to time fixed by a vote of at leaſt three-fourths of the Managers or Directors of the ſaid Infirmary; and that the ſaid meeting and alſo any extraordinary meeting of the ſaid Contributors and Subſcribers (which laſt may be called at any time by reſolution of the Managers) ſhall be held to be duly convened if notice thereof ſhall be given by advertisement inſerted in any one or more of the Glasgow newspapers at leaſt ten days before the day fixed for the ſame; And the ſaid Meeting and any Extraordinary Meetings which may be called, ſhall have power to adjourn from time to time as may be neceſſary: And we do hereby further ordain, conſtitute and appoint, that it ſhall not be neceſſary for the Managers or Directors of the ſaid Infirmary, or their Treasuſer or Clerk or others employed by them henceforth at entry into office or at any other time, to emit the oath *de fideſi admiſtratione*, or to take any other oath or declaration: And further, that it ſhall not be neceſſary for any of the ſaid Managers or Directors, who ſhall be appointed to the office of Treasuſer of the ſaid Infirmary, and who ſhall not receive any remuneration for diſcharging the duties of

that office to give security for his fidelity in the discharge of the same; but it shall be incumbent on them to obtain security for his intromissions, to such extent and in such manner as they shall think proper, from any Cashier or Collector who may be appointed on behalf of the said Corporation. And we do further direct and appoint that the Managers or Directors of the said Infirmary shall have power to resign office at pleasure, and that in case of vacancies occurring in their number, by refusal to accept office, or death, or resignation, or any other cause, the other Managers in office at the time shall fill up the vacancy at their first, or at any convenient meeting thereafter: And we do hereby further declare, constitute, and appoint, that it shall be lawful for the said Corporation to afford facilities and accommodation to individual Teachers for instructing Students in Medicine, Surgery, and the collateral sciences usually comprehended in a medical education, in addition to encouraging the clinical instruction of Students as hitherto in the said Infirmary, and with these amendments of and additions to the said Charter, we do hereby ratify and confirm the same and all bye-laws passed and acts done in pursuance thereof. In Witness whereof, we have ordered the Seal appointed by the Treaty of Union to be kept and made use of in place of the Great Seal of Scotland to be appended hereto.

Given at our Court at Saint James's, the Thirteenth day of August, in the year One Thousand Eight Hundred and Seventy-five, and in the Thirty-ninth year of our Reign.

*Per signaturam manu S. D. N. Reginae supra scriptam.*

Written to the Seal and Registered the Twentieth day of August, 1875.

(Signed) JAMES P. HALLEY,  
Depute Director of Chancery.

Sealed at Edinburgh the Twentieth day of August, in the year One Thousand Eight Hundred and Seventy-five.

(Signed) COLIN MACKENZIE,  
Depute Keeper of the Seal.

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# RULES AND REGULATIONS

## OF THE

### GLASGOW ROYAL INFIRMARY.

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#### MEETINGS OF THE MANAGERS.

In accordance with the Charter, Quarterly Meetings of the Managers are held on the first Monday of February, May, August, and November. General Meetings are also held on the first Thursday of each of the other eight months, and, when required, at other times. These Meetings are usually held in the Cashier's Office, and seven form a quorum.

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#### COMMITTEES OF THE MANAGERS.

In accordance with the Charter, the Managers, at their first Meeting after each Annual Meeting of Subscribers, appoint Committees to take charge of particular departments of the business of the Infirmary. The following are the Committees usually appointed, and the business assigned to them, namely:—

##### 1.—FINANCE COMMITTEE.

The management of all matters connected with Law and Finance, such as the investment of the funds of the Infirmary, and the protection of its rights and interests under the wills of persons deceased. Three form a quorum.

##### 2.—A HOUSE COMMITTEE.

This Committee is divided into sections as follows:—



## COMMITTEE No. 1.

To take charge of the Store, purchase of supplies, checking and docqueting store accounts, checking and initialling the pay lists, also ordering and superintending all repairs and minor alterations considered by them necessary, and not involving an expenditure of more than £20 at one time. Three form a quorum.

## COMMITTEE No. 2.

To take charge of the Nurses and Servants, and domestic arrangements generally. Three form a quorum.

## 3.—MEDICAL, MUSEUM, AND ASSISTANTS COMMITTEE.

To advise upon any matters remitted to them, to take charge of the Pathological Museum attached to the Infirmary, and to make out a list of persons who have applied, and are deemed eligible, for appointment as Assistants, and to remit the list to the Physicians and Surgeons to nominate their Assistants therefrom, such nominations being subject to the approval of the Managers. Meetings are held twice a year, viz., in March and September, and at other times when necessary. Three form a quorum.

## 4.—WEEKLY COMMITTEE.

The Managers meet weekly as an open Committee (called the "Weekly Committee") to receive and consider reports by the Superintendent and House Steward on the state of the Hospital and Store, and advise with and direct the Superintendent in all matters brought before it, to bring before General Meetings of the Managers measures requiring their consideration and approval, and generally to take a superintendence and charge of the internal affairs of the House, and see that the Regulations are carried out. Two form a quorum. These Meetings are held in the Infirmary every Thursday, excepting the first Thursday of January, March, April, June, July, September, October and December, when they are usually held in the Cashier's Office, and the ordinary business is combined with the other business then brought forward.

### 5.—JOINT OPHTHALMIC AND ROYAL INFIRMARY COMMITTEE.

This Committee, which consists of three Members appointed on behalf of the Ophthalmic Institution in West Regent Street, and three Members appointed by the Managers of the Infirmary, is entrusted with the management of the Ophthalmic Institution as the Ophthalmic department of the Infirmary pending completion of its transfer to the Infirmary, in terms of the Agreement for union.

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### OFFICERS OF THE INCORPORATION.

By the Charter of 21st December, 1791, it is provided that the Managers "may and shall annually, after their election "and entry into office, nominate and choose a Treasurer to "the Corporation, and a Clerk thereto, and such other persons "as they shall judge necessary to be employed in the service of "the Corporation, and shall appoint them such salaries, fees, or "rewards as they shall judge proper, and that they may have "power at their pleasure to discharge the said Treasurer and "Clerk and others employed as aforesaid, and to put other "officers in their places as they shall see cause."

The persons usually appointed under this authority consist, among others, of an Honorary Treasurer, who is always a Manager, a Secretary, a Cashier, an Auditor, a Superintendent, a Matron, Superintendents of Nurses, House Steward, Apothecary, Chaplain, Janitor, Cutler, Vaccinator, Physicians and Surgeons, House Physicians and House Surgeons (otherwise called Assistants), and Physicians and Surgeons to the Dispensary, ordinary and special.

## II—REGULATIONS RESPECTING THE ADMISSION OF PATIENTS.

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1. Applicants will attend at the Infirmary every lawful day between the hours of 12 noon and 2 p.m., bringing with them a line of recommendation from a Subscriber. They will be examined by the Assistants, who will admit those whom they judge suitable patients. Should an applicant be considered unsuitable, the examiner will not send him away, but will consult one of the Dispensary Physicians or Surgeons, according as the case is Medical or Surgical; whom failing, one of the other Assistants, senior, if possible, to himself. If, after such consultation, the applicant is still deemed unsuitable for admission, the reasons for refusal shall be recorded in a book kept for the purpose and sent to the Superintendent, who will thereupon inform the Subscriber and return to him the line of recommendation. Accident cases will be admitted on the day of the accident without any Subscriber's recommendation. No Patient will be refused admission on the ground of want of accommodation without the sanction of the Superintendent.

2. Excepting cases suitable for the Venereal and Erysipelas Wards, no applicant suffering from an infectious disease will be admitted, nor shall any one suffering from *Delirium Tremens*, or who has attempted suicide, be admitted unless a suitable attendant accompanies him, or is provided for him without any expense to the Infirmary.

3. To all applications preference will be given according to the urgency of the case and priority of recommendation.

4. The Dispensary Physicians and Surgeons may recommend for admission to the Wards any urgent cases applying for advice at the Dispensary; and the Superintendent will report to the following meeting of the Weekly Committee all such cases so admitted.

5. Patients sent to the Lenzie Convalescent Home, but requiring to return to the Infirmary for further treatment, must bring to the Superintendent, from the Medical Officer of the Home, a line certifying that it would be for their benefit to be re-admitted to the Infirmary.

6. Patients requiring to remain longer than two months must obtain new lines of admission at the expiry of every two months residence, or pay as non-subscribers under Rule 9.

7. Contributors of not less than £10, and Annual Subscribers of not less than £1 1s., shall be entitled to recommend one Patient annually for every £10 of contribution, and for every £1 1s. of annual subscription.

8. Incorporations, Societies, and Church Congregations who contribute £50, or subscribe £3 3s. annually, shall be entitled to send two Patients annually, and one Patient more for every £25 of additional contribution, or £1 11s. 6d. of annual subscription. The lines of admission shall be signed by some persons, appointed for the purpose, whose names and addresses have been forwarded to the Superintendent; but no recommendation shall be accepted until the contribution or annual subscription has been paid.

9. Non-subscribers may be admitted on payment of Two Guineas, which will cover a residence of not exceeding One Month; and, should longer residence be necessary, the payment will require to be renewed.

10. Persons desirous of having separate accommodation will be charged a sum at the rate of £1 10s. per week, payable in advance.

11. Those recommending Patients are bound to remove them when requested to do so; and the representatives of Patients, and those recommending them, are bound to pay the expenses of burial in case of death.

### III.—REGULATIONS FOR THE GOVERNMENT OF THE INFIRMARY.

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#### (1). GENERAL.

1. The following pages embody only the principal regulations of the Infirmary, and are subject to such alterations and additions as the Managers may from time to time see fit to make thereon.

2. The remuneration, where any is payable, of the various officials and others employed, will be fixed from time to time; and no one will be permitted to accept any fee or gratuity for any service performed in the Infirmary.



## (2).—THE SUPERINTENDENT.

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1. The Superintendent shall be a registered Medical practitioner.

2. He shall under the direction of the Managers, but more particularly of the House and Weekly Committees, exercise a general superintendence over the whole Establishment, and see that the Rules are strictly observed. In the absence of the Physicians and Surgeons, he shall also exercise a general control over the Assistants in the admission and treatment of patients under their charge, it being understood however, that he is not to interfere with the treatment ordered by the Physicians and Surgeons. He shall see that good order is maintained throughout the House, and due attention paid to economy in every department, and be responsible to the House and Weekly Committees for the strict performance of their duties by the Matron, Nurses, Officials, and other Servants, according to the Regulations for their respective offices.

3. He shall not be absent for one day without the knowledge and consent of the Chairman of the House Committee, or in his absence, of one other Member of that Committee; and should he desire leave for a longer period, he must obtain the sanction of the Weekly Committee. In his absence his duties shall be discharged by the Apothecary, and both of them shall not be absent from the Infirmary at the same time.

4. To enable the Superintendent to maintain his highly responsible position, and to fulfil to his own satisfaction and that of the Board, the onerous duties devolved on him, he is authorised to call on the various officials of the House, not only to furnish him with all returns which he may require, but to keep him fully informed of everything of importance which occurs, or which demands attention in their different departments.

5. He shall visit the several wards, once at least, every day, and see also that the names of such patients as have been admitted are inserted in the General Registers.

6. He shall have power to suspend the Assistants for any insubordination or improper conduct, or any infraction of the Regulations, communicating the same forthwith to the Physician or Surgeon to whom the suspended Assistant is attached, and to the Convener of the Medical Committee. He shall hire and give orders to, and suspend or dismiss at his discretion, all the Male Servants, and may also give orders to, and suspend or dismiss any Female Servant. He shall report to the next meeting of the Weekly Committee, all the persons so hired, suspended, or dismissed, and the cause or causes of suspension or dismissal.

7. He shall report to every meeting of the Weekly Committee on the state of the House generally; the repairs required in any part thereof; and any irregularities or improprieties in the conduct of the Officials, Patients, or others, of sufficient importance to be communicated; and he shall make such observations and suggestions thereon as he may think conducive to the efficiency of the Infirmary.

8. He may, if he sees fit, grant passes to patients who have obtained leave from the Physician, Surgeon, or Assistant under whose charge they are placed; but he shall not grant a pass to any patient who has not obtained such leave.

9. He shall keep an account of all money received, and of all payments made by him. He shall receive the fees from and issue the Tickets to Students and keep a Register of their names and period of entry. He shall also keep an Album for ascertaining the attendance of Students, and shall issue to them certificates in accordance therewith.

10. He shall transmit to the Chairman of the House Committee the pay-lists made up as regards the Male Servants by him, and as regards the Female Servants by the Matron, and after the same have been initialled by the Chairman, he shall superintend the payment of the Wages of the Male Servants, the Matron doing the same as regards the Female Servants.

11. He shall submit his Cash Book, duly balanced with vouchers, at the end of each year, to the Cashier or Convener of the Finance Committee.

12. He shall take a general superintendence of all articles required for the use of the House, and when necessary, order supplies.

13. He shall see that the supplies contracted for be regularly sent in and are of approved quality ; that a check is kept upon the quantity received ; and that furnishers' accounts are compared with the articles received into the House.

14. He shall keep all Pass Books, which after being docqueted by him, shall be exhibited to the House Committee with the view to payment ; and it is particularly ordered that in all cases of supplies of whatever kind, a Pass-book shall be used. He shall cause the Storekeeper to make up a Statement showing the quantities used each week, and submit the same regularly to the Weekly Committee.

15. He shall take charge of all applications for admission of Patients, and, in cases admitted, endorse and file them according to their respective dates, and forward them to the Cashier. In cases rejected he shall inform the subscribers and return to them their lines of admission. He shall also take charge of the cases requiring removal, as intimated in the book for Medical Attendants.

16. He shall take charge of the Registers of Admissions and Dismissals ; stating the date, disease, and result in every case ; the name, age, nationality and employment of each patient, whether married or unmarried, and any other particulars required by the Managers. He shall also keep a diary, in which he shall insert daily the number in each Ward, and at the end of the year, make out returns, showing the number of patients that were in the House at the end of the preceding year, and the number admitted during the current year, their sexes, and whether Medical or Surgical ; how dismissed—whether cured, relieved, or dead ; and showing the number of patients remaining. All

these shall be kept in such a state of forwardness as to be easily completed at the end of the year.

17. He shall take charge of the Journals kept by the several Assistants, so soon as received from them completed, and regularly enter them in a Catalogue or Inventory to be kept for that purpose; and he shall not permit any of the Journals to go out of the House except to the Acting, or any former Physician or Surgeon, who, on giving a receipt, may be permitted the use of them for one month, unless otherwise required. The Assistants and Students shall be permitted to inspect these Journals, but they shall not remove them from the House, or deface or mutilate them in any way whatever.

18. He shall take charge of such money or articles of value as patients may have in their possession when admitted, and, when required, be the medium of correspondence between Patients and their friends, or parties recommending them to the House.

19. He shall attend the meetings of the Weekly Committee, and all Meetings of the Managers, and, when requested, the meetings of the Standing, and any Special Committees.

20. He is expected to attend Divine Service in the Chapel on Sundays, taking care, as far as lies in his power, that arrangements be made in the Wards, that all may be able to attend, unless such attendance would interfere with the care of the Patients or with the necessary duties of the Servants.

21. He shall see that the Apothecary keeps a proper supply of Medicines of good quality.

22. He shall preside at the table in the Dining-room at meal-time.



### (3)—THE APOTHECARY.

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1. The Apothecary must possess a legal qualification to practise Pharmacy, and must reside in the House, from which he shall not be absent without consent of the Superintendent. He shall take charge when the Superintendent is absent, and both of them shall not be away from the Infirmary at the same time. In the absence of the Apothecary, his place shall be taken by his Assistant.

2. He shall be in attendance at the Laboratory during the hours of visit, and shall prepare, or cause to be prepared, with due attention and despatch, such Medicines and Stimulants as have been ordered by the Physicians or Surgeons. He shall also be at hand to dispense Medicines and Stimulants at any hour of the day or night. Stimulants and such Medicines as are required to be taken immediately shall be sent to the proper Ward with as little delay as possible.

3. Every Medicine dispensed shall have the date of the prescription, the name of the Patient for whom it is prescribed, and the time and manner of using it affixed on the box, phial, &c., into which it is put; and the label shall be renewed when so far defaced as not to be easily read. It is particularly ordered that the directions on the Labels be written in a clear legible hand.

4. He shall take care that every bottle containing poison shall be distinctly labelled with the word "Poison," and all such bottles shall be coloured blue, and fluted.

5. He shall insert in a book to be kept for the purpose, the precise quantity of Spirits that shall be used from time to time for tinctures, &c.

6. He shall copy out daily the Diet Sheet from the Ward Diet Books, and shall keep a book in which he is to insert the

name of every Patient for whom stimulants are prescribed by the Physician or Surgeon ; the Ward in which such Patient is ; the name of the Physician or Surgeon who has ordered the same ; and the precise quantity ordered every day ; and which book he is to lay regularly before the Weekly Committee. He shall also make up returns, showing the quantities of Wines, Spirits, &c., ordered by the respective Physicians and Surgeons, fortnightly, or as often as may be required. He shall check and initial the Pass Books of Medicines, &c., sent in to the Laboratory, and see that the prices charged are in accordance with the Contracts, and are entered at the time the Medicines are delivered.

7. He shall instruct the Students who may be admitted to attend the Laboratory for the purpose of acquiring a knowledge of Pharmacy. Each Student, on entering, shall pay for each course of Three Months a fee of One Guinea and a Half to the Superintendent, who, if the attendance is regular, shall certify the same. No person shall be admitted to the Laboratory except on special business.

8. He, or his Assistant, shall attend at 2 p.m. to make up and give out the Medicines prescribed to the Out-door Patients by the Physicians and Surgeons at the Dispensary.

9. When not engaged in the foregoing duties, he shall do such other duties as may be required of him by the Superintendent.

## (4) —THE MATRON.

1. The Matron shall be the Mistress of the Household and shall reside in the House, from which she is not to be absent without giving intimation to the Superintendent ; and if for more than one day, without the permission of the Chairman of the House Committee, or, in his absence, of one other Member of that Committee. In her absence, the Superintendent of Day Nurses shall discharge her duties, and both of them shall not be absent from the Infirmary at the same time.

2. She shall be responsible to the Managers, and more immediately to House Committee No. 2, for the good order and government of the household affairs, in accordance with the Regulations.

3. She shall visit the whole House, including the several Wards, Nurses' and Servants' Rooms, Pantries, Kitchens, Store Rooms, Washing-houses, &c., at least once every day, and shall carefully examine their state, and see that the Nurses and Servants are attentive to their duties. She shall be particularly careful that the bedding of the Patients is kept in a cleanly and efficient state ; that the sheets are changed twice a week, and more frequently if needed ; and that the Stores given out are properly used.

4. She shall keep a book, wherein she shall insert, in due order, the names of all females engaged as Nurses or Servants, stating such particulars regarding their character as she may have learned, together with the names of the persons by whom they have been recommended, and the dates of entering on duty, leaving the Infirmary, and, if suspended or dismissed, the reason thereof. This book and an abstract of it shall be laid before the Weekly Committee once a month.

5. She shall engage, and may suspend and dismiss, all the Nurses

and Female Servants. She shall give orders to all the Nurses and Female Servants, in accordance with the Regulations.

6. She shall allocate the Nurses to the various Wards, from which they shall not be transferred without the approval of the Physician or Surgeon under whom they are acting—intimation being given to the Superintendent of Nurses on duty. Probationers, however, unless acting for the time being in place of the regular Nurses, shall be at the disposal of the Matron for service in any of the Wards as occasion may require—intimation being given to the Assistant of the Ward from which the Probationer is taken.

7. She shall make up the Pay List for the Female Servants, and, after receiving the same back, initialled by the Chairman of the House Committee, she shall superintend the payment of the wages.

8. All the Furniture, Utensils, &c., of the Infirmary, which are not under the charge of the House Steward, shall be under her care; and she shall see particularly that the Apartments, Wards, Napery, and Furniture are kept clean and in good order, and especially that the Laundry is efficiently conducted.

9. In the months of February and August, yearly, she shall make an Inventory of all the Furniture, Blankets, Bedding, Napery, &c., then in the House and Stores, which she shall sign and submit through the Superintendent, to the first meeting of the Weekly Committee thereafter.

10. She shall be particularly attentive that the Provisions for the Patients are good, clean, and wholesome, see that they are properly cooked and served up according to the scale of diet prescribed by the Medical Attendants, and take special care that the strictest economy be observed in every thing under her charge.

11. She shall communicate to the Superintendent any irregularities or improprieties which she shall observe in any part of the House.

12. She shall see that the Meals of the Resident Officers of the House are punctually and properly served.



13. She is expected to attend Divine Service in the Chapel of the Establishment on Sundays, and take care, as far as lies in her power, that arrangements be made in the Wards, so that all the inmates of the House shall have the privilege of attending the Service; and also that all may be present at Family Worship on the other days of the week, unless such attendance would interfere with the care of the Patients or the necessary duties of the Servants.

14. She shall see that such Female Patients as are able shall assist in any kind of house-work, which may be certified by the Medical Attendant as not inconsistent with their recovery; but she shall on no account ask or require Patients to do or assist in any private work.

15. Her attention is directed to the regulations as to passes to Nurses, under the head of "General Regulations as to Nurses."

### (5)—THE HOUSE-KEEPER.

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1. She shall arrange the food for all the tables of the House, submit to the Matron for approval each day a menu of what she proposes to supply, and see that it is all sent from the kitchen in proper condition.

2. She shall see that the Patients' Diets are sent from the Kitchen according to the Diet Sheets, and in good order.

3. She shall see that all the food supplied to the Kitchen is of good quality, and shall have power to reject any that is faulty.

4. She shall be responsible to the Matron for the good conduct of the Kitchen Servants, shall daily inspect their apartments, and see that the Kitchen and all apartments used for cooking purposes are in proper order.

5. She may be required to give lectures and practical demonstrations on cookery, and undertake any further duties that may be assigned to her.

## (6)—THE SUPERINTENDENTS OF NURSES.

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1. The Superintendents of Nurses shall reside in the Infirmary, from which they shall not be absent unless with permission of the Matron. If the permission granted is for more than one day, they shall leave intimation thereof for the Superintendent, at his office.

2. They shall take day and night duty in rotation, as may be arranged by the Matron. The one acting for the time as Day Superintendent shall discharge the duties of the Matron when absent; and all the Superintendents shall not be absent from the Infirmary at the same time.

3. They shall constantly frequent the Wards of the Infirmary, examine their state, and see that the Nurses are attentive to their duties as laid down in the Regulations, and that the Patients are well attended to.

4. They shall teach and instruct the Nurses in the art of nursing, and see that the instructions of the Physicians, Surgeons and Assistants are being carried out.

5. Should they discover any departure from the Regulations on the part of any of the Nurses, they shall reprove the defaulter; and, if such deviation be repeated, they shall then report the same to the Matron, who shall adopt such measures as the nature of each case may require.

6. They shall be particularly careful that the Wards be kept clean and in good order, especially the Bedding, Flannel, and Linen of Patients, and that the strictest economy is observed in their Departments.

7. They shall see that arrangements are made in the Wards, so that such of the Nurses as are disposed and disengaged from

necessary duties may attend Divine Service in the Chapel on Sundays.

8. They shall see that any portion of the Meals not used or likely to be required is immediately returned to the kitchen; Medicines, Wines, Spirits, or other liquors not used by the Patient for whom such were prescribed, shall be returned to the Apothecary.

9. They shall do duty in other departments of the Infirmary if required.

10. The Day Superintendent shall enter on duty at 8.30 a.m., and see that the Night Nurses are discharged from duty. The Night Superintendents shall enter on duty at 10 p.m., and see that the Day Nurses are discharged from duty. It shall be the duty of each of them to see that the Nurses under her charge are attentive to their duties.

11. The Night Superintendents shall visit all the Wards at least three times during the night at irregular intervals, and see that all the Nurses are on duty, and attentive to the Patients.



(7)—DINING-ROOM.  

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1. The Superintendent, the Assistants, and the Apothecary shall take all their Meals in the Dining-room, except in cases of illness. No private friends shall be introduced unless with permission from the Superintendent.

2. The breakfast bell will be rung at 8.30 a.m.; the luncheon bell at 1 p.m.; the dinner bell at 5.30 p.m.; and the supper bell at 9 p.m.; and everyone is required to be in his place at table immediately after the bell is rung for these Meals. The Dining-room will be closed at 10 p.m.; and the Smoking-room at 11.30 p.m. by the night porter.

3. No stimulant will be allowed except one pint of Beer to each at dinner if desired. No Wines, Spirits, or fermented liquor shall be kept or used in their Private Apartments.

### (8)—THE CHAPLAIN.

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1. The Chaplain shall not be absent from the House for one day without leave of the Superintendent, and without providing a properly qualified substitute.

2. He shall visit as many of the Wards between 11 a.m. and 1 p.m., and 2 and 6 p.m., as the time will permit, and each Ward at least once a week; and, with a view of keeping prominently before his mind such cases as may more particularly call for his attention through the day, he shall make a list of the Patients whom he intends to visit and converse with.

3. The Scriptures shall be read and expounded, and religious exercises engaged in with the Patients generally in the Wards visited, and the sick be conversed and prayed with individually at their bedside when acceptable to them.

4. Family Worship shall be conducted every evening at 5.30.

5. On Sunday there shall be Worship, including a discourse, according to the Presbyterian form, in the Chapel at 4.30 p.m.,—the whole service not to exceed an hour.

6. He shall take charge of the Bibles and Library, and see that the books are properly cared for, and fairly distributed throughout the Wards. Upon observing any irregularity or conduct opposed to the spirit of the Regulations in any department of the Establishment, he shall immediately communicate the same to the Superintendent.

7. He shall daily record in a diary the Wards visited by him, the hours of visit, and any complaints received, or suggestions offered by him, such diary to be submitted regularly to the Weekly Committee.

(9)—THE PHYSICIANS AND SURGEONS OF  
THE HOUSE.

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1. The Physicians and Surgeons shall be elected annually at a meeting of Managers in June, and shall enter on duty on the First of October following. No person shall be eligible or shall continue to hold office after attaining the age of 60 years.
2. No one shall be eligible who has not been a registered Medical Practitioner for 10 years.
3. No Manager shall be eligible for appointment, and, if any Physician or Surgeon shall accept the office of Manager, or any office in virtue whereof he shall be a Manager *ex-officio*, his appointment shall thereupon terminate.
4. Vacancies occurring between the Ordinary Annual Election Meetings shall be filled up by the election of a Physician or Surgeon, duly qualified, who shall hold office until the First of October, following.
5. Two courses of Clinical Lectures and Instruction shall be delivered in each year, one in Summer and one in Winter. The Medical Committee shall, in case of any difference among the Lecturers, allocate the days, and appoint the hours for each of the Lecturers. Every Physician and Surgeon shall be entitled to lecture, and the Managers may require them to give Clinical Lectures and Instruction.

6. The Patients shall be distributed, under the orders of the Superintendent, among the Medical Attendants as nearly as possible in equal proportions.

7. The Fees to be paid by Students for admission to the practice of the House and to the Clinical Lectures shall be fixed by the Managers.

8. One third of the Fees shall be retained by the Infirmary. The remaining two-thirds shall form a Fee Fund, to be distributed, at the end of each Course, among the Clinical Lecturers, in proportion to the number of Students attending each Lecturer.

9. The Physicians and Surgeons shall attend the Infirmary daily, the hour of visit on week days being nine a.m., and they shall examine the Patients, see that the cases are duly reported in the Journals, and make their own reports in presence of the Students. Should any Physician or Surgeon require to be absent from the Infirmary for less than a week, he shall make arrangements satisfactory to the Superintendent for his duties being properly discharged until his return, which arrangements the Superintendent shall report to the next meeting of Weekly Committee. If absence for a longer period is required, application shall be made to the Weekly Committee, who may grant the leave if satisfied with the proposed arrangements. Leave will not be granted at the same time both to a Physician or Surgeon and to his Assistant. Not more than three Physicians or three Surgeons shall be absent at any one time.

10. The Superintendent shall annually submit a list, for the approval of the Weekly Committee, shewing the periods during the Summer and Autumn for which it is proposed that the Physicians and Surgeons shall have their Annual Holidays;—due regard being given by him, in making out the list, to the wishes of these gentlemen, as far as consistent with the requirements of the Hospital.

11. Certificates of deaths occurring in the Infirmary shall be signed by the Assistants, or by the Physicians and Surgeons.



12. Except in cases of emergency occurring in the interval between the regular visits, no Surgeon shall perform any operation of importance without a previous consultation with one or more of the other Surgeons of the House. To ensure the presence of at least one Surgeon at every consultation, each Surgeon shall, with the aid of the Superintendent, make a standing arrangement with another Surgeon by which his attendance, when required, may be relied on. *In special cases*, when a Surgeon desires a consultation with all the other Surgeons, he is required to instruct his assistant to intimate the fact to the Superintendent, who will thereupon issue the necessary notices to the Surgeons, and also to those Dispensary Surgeons who have expressed in writing to the Superintendent a wish to attend such special consultations.

13. All operations shall, when possible, be performed in one of the Operating Theatres, and, unless the Surgeon operating shall consider the case unsuitable, in presence of the Students. The Surgeon shall see that notice of all operations is sent by his assistant, to the Superintendent, who shall intimate the same to the other Surgeons, and also to those Dispensary Surgeons who have expressed to him in writing a wish to attend operations. Consultations resulting in operations and operations are to be reported to the meetings of the Weekly Committee in the form prescribed by the Managers.

14. In every case of difficulty occurring in a Medical Ward, the Physician in charge of such case shall request a consultation with one or more of the other Physicians, or with one or more of the Surgeons as the case may require, and shall see that due notices of the consultation are sent by his Assistant.

15. No inspection shall take place if the friends of the deceased object, nor within twenty-four hours after death, without their special consent being obtained, nor, in the case of an unclaimed body, without the consent of the Superintendent.

16. The Physicians and Surgeons shall take care that the Students on their respective lists give regular attendance on their Lectures and daily visits. Students failing so to attend shall not be entitled to certificates.

17. The Physicians and Surgeons shall carefully observe the state of the Patients in their Wards, and shall see that, if any case has been admitted under mistake, it is immediately removed, and that Patients who have recovered, and such Patients as they have no hope of being of further service to, are dismissed. Should any Patient not leave when required, the Physician or Surgeon shall, at his next visit, write the necessary notice in the Attendants' Book in the Committee Room, when the Superintendent will immediately take measures for the removal of such Patient. Each Physician and Surgeon shall also see that his Assistant makes up,

to be laid before the Weekly Committee at their Weekly Meetings, a list of the Patients under his charge who have been two months or longer in the Hospital, with date of admission and some account of the ease. If there be no such Patients, such fact shall be stated in the form. In the case of Patients over sixty days, he will make a special report, stating the reasons why they should remain longer under treatment, which report must be renewed every thirty days, and will be referred to the Convener of the Medical Committee, who will deal with the same as he sees proper.

18. When unable to be present, a Physician or Surgeon shall send notice to the Superintendent, who shall immediately arrange with one of the other Physicians or Surgeons to supply his place.

19. The attention of the Physicians and Surgeons is particularly requested to the rules relating to the administration of anæsthetics, minor operations under anæsthetics, Medico-Legal Reports, and *post mortem* Examinations.

20. Each Physician and Surgeon may nominate a registered Medical Practitioner to assist him in teaching his Students, but the nomination shall be subject to the approval of the Managers, and the services of the persons so appointed shall be terminable at the will either of the Managers or of the Physician or Surgeon by whom they were respectively nominated; but such Assistant shall have no right to interfere in the treatment of the Patients.

21. If any Dispensary Physician or Surgeon, who has been a Registered Medical Practitioner for six years, is appointed under the immediately preceding Regulation, he will be eligible for temporary duty in the Wards; but the performance of such extra duty will not be allowed if it will interfere with the discharge of his proper Dispensary duties.

## (10)—PHYSICIAN FOR DISEASES OF WOMEN,

AND

(11) SURGEONS FOR DISEASES OF THE THROAT  
AND NOSE AND OF THE EAR.

1. They shall be subject to the regulations—*mutatis mutandis*—prescribed for the Physicians and Surgeons, so far as these are not inconsistent with those herein prescribed.

2. They shall arrange their daily visits to the Infirmary, and their operations, so as not to interfere with the fixed hour of visit of the Physicians and Surgeons.

3. No separate Assistant shall be appointed to them, but three of the Assistants shall, in addition to their other duties, take charge of their Patients.

4. Each shall have a separate Ward for the treatment of their cases, except the Surgeon for Diseases of the Ear, who shall have beds assigned to him in other Wards not exceeding three for each sex.

5. Patients, sent specially to them with admission lines, shall be placed under their charge, and no Patient shall be sent into their Wards without their sanction or that of their assistant.

6. They shall give Clinical Instruction to the Students attending their Wards.

7. Their attention is directed to the rules relating to the administration of anæsthetics, minor operations under anæsthetics, Medico-Legal Reports, and Inspections.

(12)—THE PHYSICIANS AND SURGEONS OF  
THE DISPENSARY.

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1. The election of the Physicians and Surgeons of the Dispensary shall take place annually at a Meeting of the Managers in June, and no person shall hold office for more than ten years continuously. The persons appointed shall enter on duty on the 1st of October following.

2. No person shall be appointed who has not been a registered Medical Practitioner for three years, and the office shall be subject to the disqualification in Rule 3 as to the Physicians and Surgeons of the House.

3. Vacancies occurring between the ordinary Annual Election Meetings shall be filled up by the election of a Physician or Surgeon, duly qualified, who shall hold office until the first of October following; but such temporary service shall not be reckoned as part of a year within the meaning of Rule 1, in the event of the person so appointed being re-elected.

4. If a Dispensary Physician or Surgeon be appointed a Physician or Surgeon to the House, he shall thereupon cease to hold office in the Dispensary.

5. The hour of attendance shall be 2 p.m., Sundays excepted.

6. Two Dispensary Physicians and two Dispensary Surgeons shall be on duty daily, the Superintendent arranging for the duty being divided among the Staff as nearly as possible equally. Those not on regular duty shall do duty in the House or Dispensary as required, on receiving intimation from the Superintendent, subject, in the case of the House, to their having been registered Medical Practitioners for at least 6 years; and the Superintendent shall report all such cases to the first meeting of the Weekly Committee.



7. Should any Dispensary Physician or Surgeon require to be absent from the Dispensary for less than a week, he shall make arrangements satisfactory to the Superintendent for his duties being properly performed until his return, which arrangements the Superintendent shall report to the next meeting of the Weekly Committee. If absence for a longer period be required, application shall be made to the Weekly Committee, who may grant leave if satisfied with the proposed arrangements.

8. The acting Dispensary Physicians and Surgeons may recommend for admission to the Wards, Patients coming for advice, whose cases they consider require treatment indoors, it being understood that this privilege is only to be exercised in very urgent cases ; and the Superintendent is required to report to the Weekly Committee how many cases have been passed in on such orders during the preceding week.

9. Anæsthetics shall not be administered in Dispensary cases except in the presence of two of the Dispensary Staff, or if two are not present, in presence of one of the Dispensary Staff, and one of the Assistants, legally qualified.

10. The Dispensary Physicians and Surgeons shall keep a register of the cases treated by them.

11. The Operating Theatres shall be at the disposal of the Dispensary Surgeons when not in use and when it is necessary to administer anæsthetics.

12. The attention of the Dispensary Physicians and Surgeons is requested to the rules relating to the administration of anæsthetics, and to minor operations under anæsthetics.

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#### (12a)—EXTRA DISPENSARY PHYSICIANS AND SURGEONS.

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The foregoing regulations relating to the Physicians and Surgeons of the Dispensary shall apply to the Extra Dispensary Physicians and Surgeons, excepting that, instead of attending daily, the latter shall attend at the Dispensary or in the Wards when requested to do so by the Superintendent, for the purpose of supplying the places of the regular staff during vacancies or absence.

## (13)—SPECIAL DISPENSARY MEDICAL STAFF.

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- (a) PHYSICIAN FOR DISEASES OF THE SKIN;
  - (b) SURGEON FOR DISEASES OF THE EAR;
  - (c) SURGEON FOR DISEASES OF THE THROAT AND NOSE;
  - (d) SURGEON FOR DISEASES OF THE TEETH;
  - (e) SURGEON FOR DISEASES OF WOMEN.

1. They shall be subject to the regulations—*mutatis mutandis*—prescribed for the Physicians and Surgeons of the Dispensary, so far as these are not inconsistent with those herein prescribed.

2. They shall attend on such days and at such hours as shall from time to time be fixed by the Managers.

3. They will be permitted to nominate—subject to the approval of the Managers—a standing substitute, to act in case of their absence on leave.

4. Should any of these Officers require assistance in the discharge of their duties, they may apply to the Superintendent, who will arrange for the same being granted by any of the Assistants of the House, who may at the time be available.

## (14)—THE VACCINATOR.

1. He shall be subject to the regulations—*mutatis mutandis*—prescribed for the Physicians and Surgeons of the Dispensary, so far as these are not inconsistent with those herein prescribed.

2. He shall be elected annually at a Meeting of the Managers in June, and he shall enter on duty on 1st October following.

3. He shall attend at the Dispensary on Mondays and Thursdays, at twelve noon, and shall vaccinate, gratis, all persons who may apply, and shall give instruction to Students.

4. He shall comply with the requirements of the Act 26 and 27 Victoriae, cap. 108, and the regulations passed in pursuance thereof, as regards persons applying for vaccination at the Infirmary.

5. He shall keep for the Infirmary a correct register of all persons vaccinated and returning for inspection after vaccination, the names and addresses of their parents or guardians, and the result of the operation; and he shall also keep for the Infirmary a register of the Students to whom he has granted certificates of competency.

6. He shall obtain and keep at all times, so far as in his power, a supply of lymph, and supply it, gratis, to Medical Practitioners who may apply for the same.

7. The fees received from Students shall form his remuneration; but, if these do not amount to £30 per annum, the deficiency will be made up to him by the Institution. The Fees shall not exceed £1 1s. for each course of Six Weeks, including the granting to the Students certificates of attendance and competency; and the Superintendent shall collect the Fees on the Students enrolling their names.

(15)—THE PATHOLOGIST AND CURATOR  
OF THE MUSEUM.

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1. The Pathologist and Curator of the Museum shall be elected annually at a Meeting of the Managers in June, and shall enter on duty on the 1st of October following. He shall be subject to the provisions in Rule 3 relating to the Physicians and Surgeons.

2. The Museum shall be under the care and management of the Medical Committee of the Managers.

3. The Pathologist shall not act at the same time as a Physician or Surgeon in the House.

4. The Pathologist and Curator shall be present at the Infirmary every morning from Nine to Eleven, and conduct the inspections, unless the Physician or Surgeon who had charge of the case expressly desires to conduct the same himself. While conducting an inspection, the Pathologist shall address the assembled Students in elucidation of what they see, unless the Physician or Surgeon himself makes the necessary explanation; and he shall also carry out all necessary microscopic and other investigations in regard to diseased parts.

5. No inspection shall take place if the friends of the deceased object, nor within twenty-four hours after death without their special consent being obtained, nor, in the case of an unclaimed body, without the consent of the Superintendent.

6. As Pathologist he shall give, annually, if required by the Managers, one or more courses of lectures on Pathology, qualifying for the Medical Corporations or University Examinations, conjoined with practical and microscopic demonstrations to the Students.



7. He shall, as Curator of the Museum, furnish the Physicians, the Surgeons and the Lecturers in the Medical Faculty of St. Mungo's College, with preparations from the Museum under the following conditions:—(a) those entitled to receive specimens, or their assistants, shall enter in a book to be kept in the Museum, a list of the specimens required by them; and it shall be the duty of the Curator, sufficient notice having been given, to examine this list, to set aside the specimens which he considers it safe to allow out of the Museum, for which a borrowing receipt shall be granted in the specimen book. (b) None of the wax casts shall be allowed out of the Museum. (c) The borrowers of specimens shall be responsible for their safety and return undamaged to the Museum. (d) Specimens must be returned as soon as the borrower is done with them, and not later than seven days from their being borrowed.

8. He shall keep a book with a suitable index containing a record of each inspection, with such notices of the course of the disease as may illustrate the morbid appearances, and always with such references to the Ward Journals as may enable any one to refer to them for more detailed information.

9. He shall see that the Assistants duly transmit to him summaries of the clinical history of cases to be subjected to *post mortem* examination, and morbid specimens removed by operation, with history attached, in terms of Rule 20, page 57.

10. He shall prepare and add to the Museum all specimens he may deem suitable, whether they have been procured by himself in the House or sent to him from the city or elsewhere.

11. He shall attend, unless excluded by legal authority, all Medico-Legal *post mortem* Examinations of Patients dying in the Infirmary, and shall afford to the Crown all desired facilities.

12. He shall make half-yearly, in June and December, a report to the Medical Committee of the additions made to the Museum.

13. In the event of his requiring to be absent from duty, he shall communicate with the Superintendent, with whom he shall make arrangements for the satisfactory discharge of his duties while absent, and which the Superintendent shall report to the next Meeting of the Weekly Committee.

## (16)—THE ASSISTANT PATHOLOGIST.

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1. The Assistant Pathologist shall be elected annually at a Meeting of the Managers in June, and shall enter on duty on 1st October following.
  2. He shall not act at the same time as Physician or Surgeon in the House.
  3. He shall be present every morning at the Infirmary from 9 to 11, to assist the Pathologist in conducting the *post mortem* examinations.
  4. He shall take charge of the Bacteriological Laboratory and apparatus.
  5. He shall conduct investigations on morbid specimens which are of Pathological interest, when requested by the Physicians or Surgeons, or when he himself considers the investigations would be of importance. He shall keep a record of the results of his observations in such a form as to admit of ready reference.
  6. He shall act, when required, for the Pathologist in his absence.
  7. He shall give notice to the Superintendent when he requires to be absent, and, if the absence is to be for longer than a week, he shall make application through the Superintendent to the Weekly Committee, who may grant the required leave if the arrangements proposed for the discharge of his duties are considered satisfactory.
  8. Subject to the privileges of the Pathologist, he shall be permitted to give Lectures and Demonstrations on Bacteriology at such times and at such a fee as may be authorised by the Managers.

(17)—THE ADMINISTRATION OF ANÆSTHETICS  
AND MINOR OPERATIONS UNDER ANÆS-  
THETICS.

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1. When a Surgeon receives a new Assistant he shall instruct him practically in the manner of giving anæsthetics, and in the dangers to be guarded against in their administration, as well as in the best method of combating these dangers when they arise; and the course of clinical instruction given by the Surgeons shall include demonstrations on the practical administration of anæsthetics.

2. When a Surgeon is satisfied of his Assistant's knowledge of the subjects mentioned in Rule 1, he shall grant to him a certificate to that effect, which the Assistant shall present to the Superintendent, who shall report the same to the next meeting of the Weekly Committee.

3. In the absence of the Physicians or Surgeons, no anæsthetic shall be administered, nor shall any operation by an Assistant be performed unless he is legally qualified, and has obtained and presented a certificate as above provided, and then only in the presence of one of the Dispensary Staff, whom failing, the Superintendent, and of one other Assistant similarly qualified and certified.

4. When neither the Superintendent nor any of the Dispensary Staff are in the Hospital, any two qualified and certified Assistants may in a case of extreme urgency do what is necessary, but only in the case of a minor operation. All such cases shall be reported, through the Superintendent, to the next meeting of the Weekly Committee.

5. All cases of administration of anæsthetics in the Surgeon's absence, must be forthwith entered in the operation book, and reported to him at his next visit.

6. Should a death occur while the Patient is under an anæsthetic, whether in the presence or absence of the Physician or Surgeon, the Assistant shall on the same day make particular note of all the circumstances of the case in the Ward Journal and Operation Book, and report the same, through the Superintendent, to the next meeting of the Weekly Committee.

(18)—MEDICO-LEGAL REPORTS AND POST-MORTEM EXAMINATIONS.

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1. All cases of serious assault admitted into the Wards shall be reported to the Superintendent, who will, if there is danger to life, at once give intimation to the Authorities at the Police Office.

2. The Physicians and Surgeons, their Assistants, and the other Infirmary Officials will courteously give every assistance and the fullest information to the officers sent by the Crown or Police Authorities to make enquiry about such cases. When Patients who have been assaulted are supposed to be dying, the Superintendent, or, in his absence, the Assistant, shall send notice to the Chief Constable in order that a dying deposition may be taken, if deemed necessary, and the Patient is in a condition to make it.

3. When a *post-mortem* examination is ordered by the Crown, and made by others than the Infirmary Officials, the Infirmary Officer in charge of the case during life, his Assistant, and the Pathologist shall be entitled to be present, unless excluded by legal authority.



## (19)—THE CUTLER.

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1. His hours of duty shall be from 8.30 a.m. to 6 p.m., but should his services be needed after the latter hour, he shall give them. When specially requested, he shall also attend on Sundays.

2. He shall keep an inventory and take charge of all instruments and splints, and see that they are kept in their proper places, and in good order. He shall search for, and return when found, to its proper place, any instrument that is missing; and, if not found, shall immediately report the fact to the Superintendent.

3. He shall examine daily the instrument and catheter cases under the charge of each Surgeon, and be responsible for their contents being kept in good order and ready for immediate use; and furnish them when required.

4. He shall apply galvanism to the Male Patients when prescribed, and keep the batteries in good working order.

(20)—THE HOUSE PHYSICIANS AND HOUSE  
SURGEONS, OTHERWISE CALLED  
THE ASSISTANTS.

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1. There shall reside and board in the House an Assistant to each Physician and Surgeon who shall be called "House Physician" or "House Surgeon," as the case may be.

2. Candidates must be registered Medical Practitioners, and produce such other evidence of professional qualification and personal character as the Managers may require.

3. They shall not be at liberty to attend any classes during their tenure of office without permission of the Managers.

4. The period of service in each of the Medical and Surgical Departments shall be six months.

5. The Superintendent shall furnish to Candidates a form of application approved by the Medical Committee, and the same shall be filled up and lodged with him, along with the relative documents, not later than 15th March and 15th September in each year. A list of such of the Candidates as shall be approved of by the Committee, together with their applications shall then be remitted to the Physicians and Surgeons, who shall nominate therefrom. Should vacancies arise between the ordinary half-yearly nominations, fresh nominations may be made from the list last approved of by the Committee.

6. The services of the Assistants may be dispensed with by the Managers at any time, without notice or any reason being assigned.

7. The Assistants shall attend at the receiving-room at the times specified for admitting Patients, and at any other times when required by the Superintendent.

8. When an Assistant requires to be absent in the course of the day he shall arrange with one of his fellow-assistants to act in his stead. The Assistants shall not absent themselves for any lengthened period of the day without the consent of the Superintendent. Should the absence required be on a receiving day, the Assistant shall also obtain the previous consent of the Physician or Surgeon under whom he acts. The absence of any Assistant for a longer period than a day shall be reported to the Weekly Committee, who may either continue or put an end to such leave of absence, upon report from the Physician or Surgeon under whom he acts. Leave of absence will not be granted during the absence of the Physician or Surgeon under whom they act, nor for the purpose of fulfilling any outside professional engagement. Should any Assistant absent himself contrary to these regulations, he shall be considered as having left the House, and his place may be immediately filled up.

9. They shall not practise treatment nor perform any operation attended with special risk unless under the superintendence of one of the Physicians or Surgeons.

10. When a temporary Assistant is required, he shall be appointed by the Physician or Surgeon requiring him, with the concurrence of the Superintendent, who shall report the same to the Weekly Committee, at its first meeting. The temporary Assistants are to conform in all points to the regulations of the House.

11. Every Physician or Surgeon shall have it in his power summarily to suspend his Assistant for any insubordination in performing, or dereliction of, professional duty; and the Superintendent shall have the like power for any insubordination or improper conduct or any infraction of the regulations of the House—each of these officers mutually informing one another that such suspension has taken place, and the whole circumstances being immediately laid by the Superintendent before the Weekly Committee. No investigation into the conduct of any Assistant shall take place without the Physician or Surgeon to whose Ward he is attached being apprised of it.

12. Upon observing any irregularities, or conduct opposed to the spirit of the regulations in any department of the Estab-

lishment, the Assistants shall immediately communicate the same to the Superintendent, in order that he may either acquaint the Managers thereof, or take such steps as he may think proper for correcting the same.

13. Each of the Surgeons' Assistants shall insert in a book to be kept for the purpose, the names of Patients submitted to operations, along with the nature and result of the operations, on the day on which they are performed, or as soon after as possible, and they shall keep a record of the various accident cases treated as out-patients. They are required at all times to have the instruments and dressings in readiness, particularly for capital operations.

14. The Assistants shall superintend the conduct of the Clinical Clerks and Dressers. They shall study neatness in dressing, instruct the Dressers, and be careful that there is no waste of the materials used by the Dressers.

15. They shall see that no Student or other person not officially authorised remains in the Wards or rooms attached after the conclusion of the daily visit.

16. They shall initial the applications of those they admit as Patients, and forthwith send the same to the Superintendent.—Reference is made to Rule 1, page 22.

17. Certificates of deaths occurring in the Infirmary shall

18A. They shall immediately refer friends of deceased patients to the Mortuary Assistant as to arrangements for the funeral.

19. They shall daily insert in their Ward Journals an accurate account of the cases of all the Patients immediately on their admission into the Wards with which they are connected, for the inspection of the Physician or Surgeon before the hour of visit, and they shall accompany the Physicians and Surgeons in their daily visits, to read their reports, and to write in their Journals the reports and prescriptions dictated



by the Physicians or Surgeons. At the termination of each case, the result, with dates of admission and dismissal or death, must be immediately entered in the Journal and Index, and when the history of any case is transferred to a new Journal, they shall insert therein all the prescriptions as to the medicines and diet ordered for the Patient, on the date of transferring the case from the old to the new Journal.

20. They shall send to the Pathologist summaries of the clinical history of all cases to be subjected to *post mortem* examination, and all morbid specimens removed by operation, with history attached.

21. They shall fill up for the Weekly Committee a form containing a list of all Patients under their charge who have been more than sixty days in the House, with the dates of admission, and some account of the case, inserting also in such the total number of Patients under their care; and if there be no Patients over sixty days under their charge, such fact shall be stated in the form. This form must be lodged with the Superintendent on the day previous to the meeting of the Weekly Committee.

22. They shall every morning mark down on a slip to be kept in each Ward for that purpose, the number of Patients in the Ward at twelve o'clock of the previous night, and the number admitted, discharged, or dead, in the previous twenty-four hours. On admission of the Patients they shall without delay enter their names and diet in the Diet Books.

23. They shall give directions to the Nurses, and satisfy themselves by personal observation that the instructions of the Physicians or Surgeons as to the administration of medicines and other matters are carried out, and that the wants of the Patients are attended to.

24. They shall, before 9 a.m., and again before 11 p.m., daily visit all the Wards to which they are attached, and assure themselves that the Nurses are attending to their duties.

25. They shall not prescribe for any Patient, except in cases of emergency, and in all such cases they shall write,

their prescriptions or orders for stimulants in the Journal of the case, which they shall lay before the Physician or Surgeon under whom they act at next visit.

26. They shall have under their special supervision all poisonous drugs used in their Wards for therapeutic or scientific purposes, and shall see that the Nurses keep them separate from other medicines, under lock and key, in blue fluted bottles, and distinctly labelled "Poison."

27. They shall summon the Physicians and Surgeons to consultations when requested by the Physician or Surgeon in charge of the case requiring such consultation, and shall also intimate the same to the Superintendent; and, before every operation of importance, they shall send notice to each of the Surgeons, and to the Superintendent, Pathologist, Cutler, and Janitor. They shall also send notice of all inspections to the Superintendent, Pathologist, and Janitor.

28. These notices must, if possible, be sent before six o'clock, p.m., on the day previous to that on which it is proposed that the consultation, operation, or inspection shall take place.

29. The Assistants, in cases of emergency occurring in the interval between the regular visits, shall communicate with the Physician or Surgeon under whom they act, and shall immediately inform the Superintendent thereof.

30. They shall take all their meals in the Dining-room, except in cases of illness, and no one shall introduce his private friends without permission from the Superintendent.

31. In the event of any Dispensary Physician or Surgeon being absent without a substitute attending in his room, any Assistant may be called on by the Superintendent to supply his place, and their assistance may also be called for by him in the event of there being an unusually large number of cases in the Dispensary.

32. Those Assistants who may have under their charge any Patient on whom a capital operation has been performed, shall not leave the Infirmary until twenty-four hours have elapsed

from the time of the operation, unless by permission of the Surgeons under whom they are acting.

33. They are required to report themselves to the Superintendent on appointment; on return from leave of absence; when ill and unfit for duty; and when able to return to duty.

34. They are to give their aid in any of the Departments when called on by any of the Physicians or Surgeons or by the Superintendent, if the same can be rendered without interfering with their own special duties.

35. Their special attention is directed to the rules relating to the administration of anæsthetics and to minor operations under anæsthetics.

### (21)—THE DRESSERS.

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1. Students, desirous of being appointed as Dressers, shall enrol their names in a book to be kept for the purpose by the Superintendent, who shall make up a list of candidates, from which the Surgeons will select. In the event of any irregularity of attendance of any of the Dressers, his place may be immediately filled up.

2. The Dressers must attend every day at the ordinary hour of visit, and on no account be absent without leave from the Surgeon, and shall provide themselves with a Dresser's Pocket Case of Instruments.

3. Every Dresser shall have all the articles necessary for dressing ready before the ordinary hour of attendance; and shall direct the Nurses to carry off the former dressings, etc., immediately after the work is finished.

4. Each Dresser shall apply the dressings, etc., under the direction of the Surgeon in attendance, or his Assistant, when desired so to do.

5. When any Surgeon is performing an operation in the Theatre of the Infirmary, the Dressers shall attend in the area of the Theatre, if required, and serve as Assistants; the principal charge to be assigned to the Dresser under whose care the Patient is to be. Those not required shall take their seats in the front bench.

6. Every Dresser, if he has regularly and faithfully discharged the duties of his office for the whole appointed time, shall have a certificate of his diligence and of the time he has officiated, but not otherwise.



## (22)—THE STUDENTS.

1. No Student shall be permitted to attend the Infirmary without obtaining a ticket from the Superintendent.

The fees shall be as follows:—

(a) For the first year £10 10s., and for the second year £10 10s., which shall entitle to admission to the Infirmary, and also to attend one Winter and one Summer Course of Clinical Instruction during each year.

(b) For every six months of Attendance and Clinical Instruction, £6 6s.

(c) For every three months of Attendance and Clinical Instruction, £4 4s.

(d) Students who have paid fees to the amount of £21 to the Glasgow Royal Infirmary shall be permitted to attend, in any subsequent year or years, one Winter and one Summer course of instruction in the Infirmary without further payment; and Students who have paid to any other Hospital in the United Kingdom fees, being not less than £21, in virtue of which they are entitled to attend without further payment, shall be admitted as Students of the Royal Infirmary on payment of £3 3s. for each year.

2. Each Course of Clinical Instruction shall extend over a period of six months in Winter, and three in Summer. The date of commencement of each course will be made known from time to time.

3. At the beginning of each course the Student shall give intimation of the Clinical Teacher and Dispensary Teacher

whose courses he wishes to attend, by enrolling his name in a register which the Superintendent will keep for that purpose.

4. The fees shall be paid to the Superintendent, who shall give each Student a Ticket of Admission to the Clinical Course of the Physician or Surgeon he wishes to attend. He shall also hand to the Clinical Lecturers a list of the Students who have taken out tickets for their respective courses.

5. The Album shall be signed by each Student in the course of the last week of every second month, and certificates of attendance will be granted only to those who comply with this regulation.

6. Students shall have the privilege of accompanying the Physicians or Surgeons in their daily visits to the Patients, and of attending operations, and *post mortem* examinations; but Students will not be permitted to enter any of the Wards except at the visit hour, and in the presence of the Physicians and Surgeons, unless accompanied by the Assistant.

7. Students may be allowed the use of the Journals for examination on application to the Superintendent, who shall appoint the time and place for the examination, but the books shall not on any pretext be carried out of the Infirmary, or be written upon or otherwise defaced by them. The Janitor is required to take care that no Student shall remain in the Infirmary after the hour of visit, except by express permission of a Physician or Surgeon, or of the Superintendent.

8. Students attending the Physicians or Surgeons during their visits, or while performing operations, are to avoid at all times doing anything that may disturb the Physicians, Surgeons, Assistants, Dressers, or Patients. They shall on no account annoy the Patients with unnecessary questions, or offer any advice or opinion to them relative to their diseases, nor approach such Patients as the Physicians or Surgeons think should be kept quiet or private.

9. If any Student shall be guilty of infringing any of the above regulations, he shall be liable to forfeit the benefit of

his ticket, and the privilege of ever attending the House in future.

10. The foregoing regulations apply only to Male Students. Special regulations will be made by the Managers for Women Students.

## (23)—THE NURSES.

## (1)—GENERAL REGULATIONS.

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1. The Nurses shall be divided into three classes, Nurses, Assistant Nurses, and Probationers. The Nurses shall perform only day duty; the Assistant Nurses shall perform day and night duty alternately every three months as the Matron shall arrange; and the Probationers shall be attached, one to each Ward, as pupils.

2. In addition to board and wages, uniform and washing will be provided for them; but, in the case of Probationers, uniform will not be supplied till they are pronounced qualified.

3. The annexed time-table will be adhered to as closely as possible, but may be varied by the Managers on the recommendation of the Matron, subject to the convenience of the Infirmary.

## NURSES.

The Nurses shall rise at 7 a.m., breakfast at 7.30, put their bedrooms in order, and be in their Wards at 8. They shall dine at 2 p.m. in the Nurses' Hall, take exercise at 2.30, and be in their Wards at 4.30. Supper will be served in the Hall at 8 p.m., after which they will return to their Wards at 8.30, and be in bed at 10 p.m.

## ASSISTANT NURSES ON DAY DUTY.

They shall rise at 6.30 a.m., breakfast at 7 a.m., put their bedrooms in order, and be in their Wards at 7.30 a.m. They shall dine in the Hall at 12.30 p.m., be in their wards at 1 p.m., take exercise at 4.45 p.m., and be in their Wards at 6.15 p.m. Supper will be served in the Hall at 8.30 p.m., and they shall be in bed by 10 p.m.



### ASSISTANT NURSES ON NIGHT DUTY.

They shall rise at 8.45 p.m., take supper at 9.15, and be in their Wards at 9.45, where they shall remain on duty until 7.30 a.m. They shall then breakfast, put their bedrooms in order and return to the Wards, and be on duty from 8.30 to 10 a.m. They shall take exercise from 10 a.m. to 12.30 p.m. dine in the Nurses' Hall at 12.30 p.m., and be in bed at 1 p.m.

### PROBATIONERS.

The Probationers shall rise at 4 a.m., and have tea at 4.30 a.m., after which they shall go to their Wards, breakfast at 7, be in their Wards at 7.30, dine at 2 p.m., be on duty in Wards at 2.30 p.m., take exercise from 4.30 to 6.45 p.m., when they will take supper in the Hall, and be in bed at 8 p.m.

4. They shall be liable to be dismissed for misconduct or grave neglect of duty, or even without reason assigned, but they shall not, without permission of the Matron, leave the service of the Infirmary before one month has elapsed from the commencement of their engagement, and they must give fourteen days' notice of their intention to leave. Should they fail to comply with this condition, any wages unpaid to them will be forfeited.

5. In granting promotion to the Nurses, the Managers will have regard to length of service, strict attention to duty, kindness towards Patients. and the opinion entertained of them.

6A. They shall immediately refer friends of deceased patients to the Mortuary Assistant as to arrangements for the funeral.

On receiving passes from the Matron, the Nurses must hand them to the Superintendent of Nurses to be countersigned by the Assistant before using them; and, when they return to the House, they must report themselves to the Matron, and deliver up their passes to her. The Matron may withhold a pass when she has good reason for so doing.

## (2)—SPECIAL REGULATIONS.

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### (a). NURSES AND ASSISTANT NURSES ON DAY DUTY.

1. Their attention is called to their respective time-tables.
2. They shall take care that all dust and foul matter are removed every morning before nine from their respective Wards, which shall at all times be kept neat and clean, and aired in a proper manner.
3. They shall distribute to the Patients their diet according to the Ward Diet Book, and after each meal be careful to return to the store or preserve for the next meal such portions as have not been consumed. They shall be specially careful of the bread.
4. They shall give or apply the medicines, &c., at the times and in the manner ordered; and ask directions from the Apothecary or the Assistants whenever they have any doubt about the orders for the medicines, diet, etc.
5. They shall return to the boy acting as messenger, to be taken to the Laboratory at such hour as the Apothecary may appoint, all the empty boxes, bottles, etc., and shall be ready to receive from the messenger such other medicines as may have been ordered at the visit, at the hour appointed for their distribution.
6. They shall give particular attention to the bedding of the Patients (for which they are always answerable), more especially when the Patients labour under contagious diseases or sores, and see that the bedding be kept clean and that the same be changed immediately after the dismissal of a Patient.
7. They shall be attentive to the state and symptoms of the Patients, that they may be able to report them distinctly, and, if any threatening symptom occur, they shall immediately give

notice to the Assistant of the Ward, or, in his absence, to the Assistant who is acting for him.

8. They shall be particularly careful that the Patients do not receive food, or other eatables or drink of any kind, from their friends or visitors, and that they do not convey out of the Hospital, by means of their friends or visitors, any portion of their diet, or conceal anything among the bedclothes or bedding; and if they discover the friends of the Patients acting contrary to this rule, they shall not fail to report them to the Superintendent.

9. They shall take an inventory of the Patients' Clothes on admission, with the Patient's name, and be responsible for the immediate delivery of these to the Clothes Store, and also for any clothes which may go amissing in the Wards. They shall see that no money or valuables be retained by Patients in the Wards, but shall deliver these immediately to the Superintendent.

10. They shall see that the Patients are quiet and attentive when the Chaplain is discharging his duties in the Wards.

11. They shall take charge of the Bibles, Books, and Periodicals in their respective Wards, and return to the Chaplain, to be exchanged, the books and periodicals when read.

12. They shall be particularly careful to see that all strangers, except such as have written permission from the Superintendent, leave the Wards at the hour of dismissal, viz., four o'clock afternoon, and on Sundays at half-past ten forenoon.

13. Their friends and relations may be admitted between One and Six p.m. from April to September, and between One and Four p.m. from October to March, but not at any other hour without permission granted by the Matron or Superintendent.

14. They shall maintain order and quietness in their Wards, promote the comfort and well-being of the Patients by treating them kindly and civilly, and report to the Assistant, Matron, or Superintendent, any misconduct on the part of any Patient.

15. They shall intimate to the Janitor or Museum Assistant all deaths that occur in their Wards, that arrangements may be made for removing the bodies.

16. They shall, before retiring, give the Night Nurses all information requisite as to the state of the Patients, and the matters requiring to be attended to during the night.

17. They shall have the opportunity, when convenient, of attending divine worship on Sundays, and family worship on the other days of the week.

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(b). ASSISTANT NURSES ON NIGHT DUTY.

1. Their attention is called to the time-table for Nurses

2. They shall be particular to give medicines, food, etc., according to instructions received from the Nurses or Assistant Nurses on day duty (for which they must always enquire), and carefully watch the Patients that they may be able to report regarding them. If any threatening symptom occur, they shall immediately give notice to the Assistant of their Ward.

3. They shall assist in giving the Patients their breakfast, see that those Patients who are able to do so wash themselves before breakfast, and assist in washing those who are unable to do so themselves. They shall also make the beds, and see that their respective Wards are clean and tidy.

4. They shall attend on the Physicians or Surgeons at the commencement of the visit hour, to give information as to the condition of the Patients during the night, and, unless specially requested by the Physician or Surgeon to remain, shall then go off duty.

5. They shall maintain order and quietness in their Wards, promote the comfort and well-being of the Patients by treating them kindly and civilly, and report to the Assistant, Matron, or Superintendent, any misconduct on the part of a Patient.

6. They shall be subject to, and comply with, all the regulations under the head of "Nurses and Assistant Nurses on



Day Duty " of a general character which do not necessarily relate only to day duty.

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(c). PROBATIONERS.

1. Their attention is called to the time-table.
2. They shall be under the immediate direction of the Nurses for the time being in charge of the Wards, and shall in all things be subject to the same rules.
3. They shall give such assistance to the Nurses as may be required, and use their best endeavours to learn the duties of a Nurse.
4. They shall in all respects be subject to the regulations prescribed for the Nurses.
5. They shall be at the disposal of the Matron for filling up vacancies in the ordinary Nursing Staff. When moved from one Ward to another, the change will be communicated to the Assistant.

## (24)—THE PATIENTS.

1. The Patients must conform to the regulations of the Infirmary; and any Patient failing to do so will be liable, on complaint to the Superintendent, to instant dismissal.

2. On admission they must hand over to the Porter or Nurse all money or valuables in their possession, in order to their being delivered to the Superintendent for safe custody.

3. They must confine themselves to the diet of the Hospital. If it disagrees with them they must inform the Physician or Surgeon; but they must not receive any article of diet from the friends who visit them. Any person bringing food or liquor to a Patient will be prevented from visiting the Infirmary in future.

4. If a Patient be unable to use all the House allowance, the portion not used must be carefully returned to the Nurse. Any Patient who shall give away food from the Infirmary, or who shall exchange it for any article whatever, shall be expelled.

5. All the Patients shall be silent when the Medical Attendant, Assistant, Chaplain, or strangers visit the Ward.

6. They must conceal no disease and no circumstance relating to it; and take their medicines regularly and in the manner prescribed.

7. All Patients who have not been already twice vaccinated, except such as from the nature of their diseases the Physicians and Surgeons shall consider to be unfit, are recommended to be vaccinated. They may attend at the Dispensary at the vaccination hour, or, if not able to attend, may be vaccinated in the Wards.

8. No Patient shall leave the House on any pretence without permission in writing from the Superintendent,

which he will grant only on the express condition that the Physician, Surgeon, or Assistant, under whose charge such Patient is placed, has consented to such leave.

9. No Patient, unless compelled by disease, shall be out of bed after ten p.m.

10. Swearing and all improper language are strictly prohibited. No smoking shall be allowed in the Wards, unless with the special permission of the Physician or Surgeon in charge.

11. All Patients who are able shall wash themselves every morning before breakfast, and in all other respects pay the strictest attention to personal cleanliness.

12. They shall assist their Fellow-Patients when able and when the Nurse desires them. They shall do any kind of work not inconsistent with their recovery, as certified by the Medical Attendants, and under the direction of the Superintendent or Matron.

13. They shall be careful not to destroy or injure any of the property of the Infirmary, and shall not conceal or put away anything among the bedding.

14. Friends shall be allowed to visit the Patients every alternate day from three to four p.m., except on Sunday, on which day the hour of visit shall be from half-past nine till half-past ten forenoon.

15. Any Patient having cause of complaint may state the same to the Managers, to the Physician or Surgeon, Assistant, Superintendent, or Matron, and an immediate enquiry will take place.

16. All Patients who are capable of attending family worship on the week-day evenings, and divine service on Sundays, are expected to use the privilege thus afforded them.

## (25)—THE JANITOR.

1. The Janitor shall have the special charge of the outer gate of the Infirmary next the Janitor's House in Castle Street. He shall also superintend the other gates.
2. He shall visit the Wards at least once a day, and report to the Superintendent on the state of the water-closets, gas pipes, and washing apparatus. He shall also see that the drains are kept in a clean and efficient state.
3. He shall use his best endeavours to prevent persons from attending the visits of the Physicians and Surgeons who have no right to attend. He shall not on any account whatever leave the front door of the Hospital during the time of visit.
4. He shall not admit any stranger except at the hours allowed, without permission from the Superintendent.
5. He shall take charge of the albums for the Students and Dressers, and see that they show their tickets and enter their names therein. He shall also give out to the Students the clinical tickets at the end of each session.
6. He shall receive all letters and newspapers for all persons residing in the Infirmary, and see that they are distributed thrice daily to those to whom they are addressed.
7. He shall look after the tradesmen and other workmen and see that they perform their duties correctly. He shall keep an exact account of the coals received, and report to the Superintendent any waste thereof which he may observe.
8. He shall see that the Porters light the gas in all the passages of the Infirmary in the evening, when gas light becomes necessary, and turn off at ten p.m. such gas as may not be required after that hour.



9. He shall have charge of the keys of the workshops, and of the outer gates and doors, and see that they are shut and locked every night, the latter at eleven p.m.

10. He shall look after the repairs being done about the House, and keep a note of the time of tradesmen employed ; and he shall report to the Superintendent any negligence or irregularity he may observe in any department.

11. He shall, when required, send for the friends of Patients thought to be dying, and see that any other urgent messages are attended to. He shall see that the bodies of Patients who die in the Wards are taken to the Mortuary by the parties detailed for that purpose.

12. He shall mark on the board at the Entrance Hall the arrival and departure of the Physicians, Surgeons, and Pathologist.

13. He shall post up notice of all operations, consultations and inspections in the Entrance Hall for the information of Students.

### (26)—MUSEUM ASSISTANT.

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1. He shall be in attendance from 8 a.m. to 6 p.m.
2. He shall have charge of the Museum, Preparation Room, and Pathological Laboratory, see that they are kept in good order, and shall perform such duties connected with the Museum, etc., as may be required of him by the Curator.
3. In the absence of the Assistant in charge of the Mortuary, he shall perform his duties. He shall also perform any additional service which may be required of him by the Superintendent.
4. On leaving the premises for the day he shall see that the doors of all the places under his care are securely locked, and deliver the keys to the Porter on duty at the gate.

### (26)<sup>A</sup>—MORTUARY ASSISTANT.

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1. He shall be in attendance from 8 a.m. to 6 p.m.
2. He shall take charge of the Mortuary, Inspecting Theatre, and Bacteriological Laboratory, and see that they are kept in good order. He shall, before leaving the premises, see that the doors of the places under his care are securely locked, and shall deliver the keys to the Porter on duty at the gate.
3. He shall ascertain every morning the deaths that have taken place during the night, and intimate them to the friends of the deceased patients, and to the subscribers on whose recommendation the patients were admitted. He shall intimate in the same way all deaths that occur during the day, as soon thereafter as possible. He shall obtain the certificates of the deaths and forward them to the friends of the deceased for registration, or himself forward them to the Registrar.

4. When a death occurs between 8 a.m. and 6 p.m., and on the same being certified by the Assistant of the Ward, or in his absence by another Assistant, he shall remove the body of the patient to the Mortuary in an orderly and becoming manner.

5. He shall take charge of, and attend all interments, and unless by special permission of the Superintendent, shall arrange that these take place between the hours of 2 and 4 p.m. He shall see that the bodies are decently laid out for delivery to the friends, or for interment, as the case may be. He shall collect the funeral charges from the parties liable for the same, and enter the sums in a book to be kept for the purpose, and account therefor weekly to the Superintendent.

6. He shall not give any body out of the Mortuary, except to the friends of the deceased, or with their consent sooner than twenty-four hours after death. He is required, in the event of the Medical Attendants or Pathologist wishing a *post mortem* examination, to intimate the same to the friends of the deceased, and the propriety of its being acceded to. If objections are offered he shall refer the parties to the Medical Attendants or Pathologist. In the case of unclaimed bodies he shall obtain the consent of the Superintendent before a *post mortem* examination is made.

7. He shall keep a Register of the names and addresses of all patients whose bodies are removed to the Mortuary, with the date and hour of death, the Ward, or other part of the Infirmary in which death took place; whether the bodies were examined before delivery to the friends, delivered without examination, or removed for burial, and at whose expense.

8. In the absence of the Museum Assistant, he shall perform his duties. He shall also do what additional service may be required of him by the Superintendent.

## (27)—THE PORTERS.

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### (1). THE ACCIDENT PORTER.

1. The Accident Porter shall attend the Accident Gate from 6.30 a.m. till 7 p.m., and shall be ready to answer any summons when required during the night.

2. He shall assist the Accident Patients to the Wards, help to put them to bed, and promptly send or go for the Assistant of the Ward.

3. He shall enter in the Accident Book the time when such cases were admitted, and the time they were attended to by the Assistants.

4. He shall attend the operations in the Theatres, and light the gas in the North Surgical Hospital and Quadrangle.

5. He shall be civil and courteous to all who make enquiries or seek admission at the gate, and be prepared to make himself generally useful when not engaged on his special duties.

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### (2). THE NIGHT PORTER.

1. The Night Porter shall attend the gate from 7 p.m. till 6.30 a.m.

2. He shall close the Dining-Room at 10 p.m., and the Smoking-Room at 11.30 p.m.

3. When required he shall attend to the boilers and keep a sufficient heat in the Wards during the winter nights.

4. He shall extinguish the gas at daybreak, or when it is not required, throughout the stairs, passages, and courts of the Infirmary.

5. On the expiration of one hour after the death of any Patient, which happens, between 6 p.m. of one day, and 8 a.m. of the following day, and on the death being certified by the Assistant of the Ward, or, in his absence, by another Assistant, he shall, with the aid of the Male Nurse, remove the body to the Mortuary in an orderly manner.

6. He shall be civil and courteous to friends of Patients making enquiries, and, should any friends desire admission during the night to see Patients who are dangerously ill, he will admit them if the Assistant of the Ward gives his consent.

7. He shall make himself generally useful when not engaged on his special duties.

### (3). THE HEAD PORTER AND HIS ASSISTANTS.

1. They shall enter on duty each morning at a quarter before nine, and admit the friends of the Patients on the days and at the hours assigned for visitors, and shall ring the bell at the hour of departure; and thereafter they shall examine the whole of the Wards, and see that no visitor without special permission remains behind. They shall also admit, in the evening, from seven to eight, those who hold written authority from the Superintendent.

2. They shall direct Patients and visitors to the respective Wards.

3. They shall see that all money or valuables in the possession of Patients when admitted, are at once handed to the Superintendent for safe custody.

4. They shall attend the Dispensary during the time of visit.



5. They shall note on the boards at the Accident and Dispensary Gates the arrival and departure of the Visiting Surgeons and the Dispensary Staff.

6. They shall ring the bell daily for religious service at the appointed hours.

7. They shall light the gas in all the passages of the Infirmary when necessary.

8. They shall shave the heads of the Patients when required

10. The Porter on duty at the Gate shall take care of the keys of the Museum, Mortuary, Inspecting Theatre and Bacteriological Laboratory after receiving them from the Museum and Mortuary Assistants, and until they are again required by them, and shall not part with them to any other person without the consent of the Pathologist or Bacteriologist (as the case may be), or of the Superintendent.

2. The Bath-man, on the admission of a male Patient, will give or cause him to get a bath before being passed on to the Ward;—no bath to be given unless sanctioned by the Assistant. After the bath, the Bath-man will provide the Patient with a uniform, and immediately remove him to the proper Ward.

3. The Bath-man shall, immediately after the Patient is put to bed, take an inventory of his clothes, wrap them up in a bundle, affixing thereon a numbered ticket, and send or convey them to the washing-house or disinfecting chamber, as the case may require. When the clothes are returned, he shall compare the same with the inventory, and, if correct, he shall replace the ticket, and put the bundle in the Clothes Store until required for the Patient upon dismissal, or demanded by his relatives or friends in case of death. The Bath-woman shall perform similar duties in the case of the female Patients.

4. They shall take the entire charge of their respective Bath-rooms.

(28)—THE HOUSE STEWARD.

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1. He shall take care of the articles in the store, and see that full supplies are provided and kept up, and when goods are required he shall write out the orders, which the Superintendent will sign.

2. He shall check the quantities and qualities of the various articles as they are received, and see that they correspond with the contracts. He shall also check the accounts when rendered, and see that the prices are conform to contract.

3. He shall give out all supplies as required by the dietary sheets daily sent him for the different meals.

4. He shall keep accurate accounts of everything received into the Store and delivered to the servants for the use of the House, and shall take care that the stock book at all hours shows what is on hand.

5. He shall furnish a report to each meeting of the Weekly Committee of the consumption of the articles under his charge, and the average number of Patients in the House during the week, with a comparative statement of the preceding week.

6. He shall be under the control of the Superintendent, and shall make himself generally useful in promoting the internal economy of the House, and in other duties, as required by the Superintendent.







