

Rules of the Sheffield Public Dispensary : as amended and passed at the Eleventh General Meeting of Governors, held the 5th of July, 1843.

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RULES

OF THE

SHEFFIELD

PUBLIC DISPENSARY,

AS AMENDED AND PASSED

AT THE

ELEVENTH GENERAL MEETING

OF GOVERNORS,

HELD ON THE 5TH OF JULY, 1843.

SHEFFIELD :

PRINTED BY ROBT. LEADER, INDEPENDENT OFFICE. *

1843.



1878

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SHEFFIELD PUBLIC DISPENSARY.

Rules.

I. This Charity shall be distinguished by the name of "THE SHEFFIELD PUBLIC DISPENSARY." It shall be open for the relief of the sick and lame poor of all nations ; persons of all ages, from infancy upwards, labouring under all diseases, and residing at all distances, are proper objects of its assistance.

II. A general meeting of the Governors shall be held at the Dispensary, on the first Wednesday in July, every year, when a report of the state of the funds of the establishment shall be read, the number of patients admitted during the year, with the result of their cases declared, and the election of the different officers take place.

III. Quarterly meetings of the Governors shall be held, at the Dispensary, on the second Wednesday in October, January, and April, at twelve o'clock, for the purpose of transacting such business of the Charity as may be brought before them : five shall constitute a quorum.

IV. Twelve Governors shall be competent to call a special general meeting, at any time, by giving a fortnight's previous notice, in writing, to the Secretary, stating the business to be brought forward, and advertising

the same once in each of the Sheffield newspapers, previous to the meeting. No other business than that stated shall be discussed.

V. All elections, if contested, shall be decided by ballot ; and all questions by a majority of votes, which shall also be taken by ballot if required. Ladies, being qualified, may, by writing, appoint any Governor to vote for them at elections only ; as may any other Governors, provided the proxy of the latter produce with his appointment a certificate, from a physician or surgeon, of the illness of the absentee. Governors, who, at the same time, are absent at the distance of twenty miles, or upwards, shall likewise be allowed to vote by proxy at elections. In all cases where the votes are equal, the Chairman shall have a casting vote, in addition to his own vote or votes as a Governor.

VI. No motion for altering or rescinding any of the rules of this Institution, or for introducing new rules, shall be entertained at any general meeting, unless notice in writing of the intended motion shall have been delivered to the Weekly Board, at least a fortnight previous to such meeting.

Governors.

VII. All persons subscribing £1. 1s., or upwards, annually, or making a donation of £10. 10s. to the Charity, shall be Governors.

VIII. All Ministers of religion, making congregational collections, shall receive two tickets of recommendation for every guinea collected, and shall be entitled, for the period of one year from the time of paying in their collections, to the other privileges of Governors.

IX. The privileges of Governors shall consist in recommending a number of patients proportional to the amount of their subscriptions, and in voting at all elec-

tions, and on all questions involving the interests of the Charity.

X. No Governor shall be entitled to vote at an election of officers, who has not been a subscriber of £1. 1s., for six months immediately preceding.

XI. Every subscriber of 10s. 6d. per annum shall be entitled to recommend three sick patients during the year. Every subscriber of £1. 1s. per annum, or donor of £10. 10s., shall be entitled to receive six tickets of recommendation, one of which may be used every two months. Every subscriber of £2. 2s. per annum, or donor of £21. shall be entitled to receive twelve tickets, two of which shall be used every two months, and so on in proportion to the amount of his subscription or donation. One ticket shall entitle any poor woman to the attendance of one of the Surgeons-Accoucheur, during her confinement ; but two tickets shall be required if she desire the assistance of one of the paid Midwives.

XII. At all elections for officers, and on all questions involving the interests of the Charity, subscribers of £1. 1s. per annum, or donors of £10. 10s., shall be entitled to one vote ; subscribers of £2. 2s., or donors of £21. to two votes, and so on in proportion. Also, every person who pays a subscription, or has presented a donation of £10. 10s., from an unknown benefactor, shall have one vote, and so on in proportion ; but no Governor, however various may be his qualifications, as aforementioned, shall exercise more than four votes in all. Firms, Friendly Societies, and public bodies in general, shall be entitled to all the privileges of individuals subscribing, or making donations of an equal amount.

XIII. The gratuitous Medical Officers of the Institution shall be entitled to all the privileges of annual subscribers of £2. 2s.

XIV. The subscriptions shall be paid in advance.

All persons will be considered to continue their subscriptions, unless they give notice to the contrary, in writing, to the Secretary, at least one week before the annual meeting.

President.

XV. The President shall be elected at the annual meeting; he shall be, *ex officio*, a member of the Weekly Board. He shall not hold the situation for more than two consecutive years, but may be re-elected after an interval of one year. No one shall be eligible to the office of President who subscribes less than £2. 2s. a-year.

XVI. The duty of the President shall consist in presiding at all the general meetings of the Institution.

Vice-Presidents and Treasurer.

XVII. Two Vice-Presidents shall be elected at the annual meeting, whose duty shall consist in officiating for the President during his absence: they shall be, *ex-officio*, members of the Weekly Board.

XVIII. A Treasurer shall be elected at the annual meeting, who shall give an account of the state of the funds of the Institution as often as he may be requested by a Board of Governors.

Weekly Board.

XIX. A Board of twelve Governors, independent of those who are *ex-officio* members, shall be appointed at every annual meeting. Six shall go out every year, but shall be re-eligible immediately.

XX. The Board shall meet at the Dispensary every Wednesday morning, at twelve o'clock, to regulate all matters relating to the admission and discharge of patients, to inquire into the conduct of officers and servants, examine and pass accounts, order payments, execute the orders of general meetings, and propose such matters as

are proper to lay before the same. Three shall constitute a quorum, and at their first meeting they shall elect a Chairman, to preside over their meetings for the year.

XXI. The Board shall have the power to make temporary rules, for the better regulation of the affairs of the Institution, which shall remain in force till the next general quarterly meeting. If they are then approved, they shall be continued till the annual meeting, when they shall be confirmed, altered, or discontinued, according as a majority of Governors present shall decide.

XXII. The Board, with the consent of a majority of the Medical Officers, shall have the power of suspending the House Apothecary from his duties, and appointing another to officiate in his place till a general meeting of the Governors is held, by whom the matter shall be finally decided.

XXIII. The Board shall, when they are satisfied that any individual recommended is not a proper object of the Charity, direct the Medical Officers not to attend upon or give medicines to such individual any longer, and shall send a letter stating the circumstances to the recommending Governor.

XXIV. The Weekly Board may, at any time, convene a special general meeting, by giving notice once in each of the Sheffield newspapers, stating the business to be brought forward; or by sending a circular note to each Governor; or both, at their discretion. No other business than that announced shall be discussed. The Weekly Board shall, on receiving a notice pursuant to the fourth rule, also send a circular note thereof to each Governor.

Medical Officers.

XXV. The Medical Officers of this Charity shall consist of two Consulting Physicians, six Surgeons, two Sur-

geons-Accoucheur, and a House Apothecary, who shall be elected at a general meeting ; and when any vacancy occurs, notice shall immediately be given in each of the Sheffield newspapers, and within three weeks after the first notice, an election shall take place.

XXVI. Every candidate for the office of Physician shall be required to produce his diploma, which he shall have obtained from some established University. No Physician to this Institution shall dispense his own medicines, or practice surgery or midwifery.

XXVII. Every candidate for the office of Surgeon shall have passed an examination before the College of Surgeons of London, Edinburgh, or Dublin, or the faculty of Physicians and Surgeons at Glasgow ; provided he were not practising at Sheffield at the period when this Institution was founded.

XXVIII. The Surgeons and Surgeons-Accoucheur to this Charity shall retire from their respective offices in five years from the period of their election ; a fresh election shall then take place, but the retiring officers shall be re-eligible.

XXIX. No one shall be eligible to the office of Physician or Surgeon to this Charity, who has not been a resident practitioner in the town for the period of twelve months.

XXX. The Medical Officers who have remained, or shall remain in office nine years or upwards, shall, on their resignation or retirement, be eligible to be elected Honorary Physician or Surgeon of this Charity, and shall be summoned to attend all consultations of the faculty.

XXXI. Every candidate for the situation of House Apothecary, shall be a Licentiate of Apothecaries' Hall, in London, and shall be approved before the Ballot by

at least two-thirds of the Medical Officers of this Institution.

XXXII. The duties of the Consulting Physicians shall be to attend in cases of emergency, when called in by any of the Surgeons; and of the Surgeons, to attend in turn the patients at the Dispensary, and also to visit such whose cases may require it at their own homes, and who reside not more than two miles from the parish church.

XXXIII. Two Surgeons shall attend at the Dispensary, in rotation, every morning, from ten to eleven o'clock, (Sundays excepted,) for the purpose of admitting fresh cases, and prescribing for the out-patients.

XXXIV. In cases of sudden illness or accident, application may be made at the Dispensary, and attendance will be given, *without a recommendation*; but it is expected that persons who obtain relief in this manner will subsequently procure a recommendation.

XXXV. No important surgical operation shall be performed by any of the Surgeons to this Charity, without a previous consultation of the Medical Officers.

XXXVI. The Medical Officers shall be at liberty to allow their own pupils to see and assist in the practice of the establishment, and also to attend the midwifery patients, provided that such pupils have previously attended at least one course of lectures on midwifery, and the diseases of women and children.

XXXVII. The Medical Officers shall report to the Weekly Board respecting such individuals as appear to them to be in circumstances to pay a regular practitioner, and may, if they think proper, refuse to give any attendance to such individuals. They shall superintend the management of the shop, see that the drugs are of proper quality, that the medicines are properly prepared, and shall report to the Board any neglect or inattention of which the House Apothecary may be guilty. Two of the

Medical Officers, to be elected by their colleagues, shall always be *ex-officio* members of the Weekly Board.

XXXVIII. The House Apothecary shall receive the sum of £100 per annum ; but the services of the other Medical Officers shall be gratuitous.

XXXIX. In case it should be inconvenient for any of the Surgeons to attend at the Dispensary on their proper days, they shall provide efficient attendance in their stead.

XL. The House Apothecary shall reside on the premises, and shall confine himself solely to the duties of the Dispensary. He shall provide the drugs, and all other necessary articles, under the direction of the Medical Officers ; he shall compound all Medicines prescribed, affixing to each medicine the patient's name, and manner of using it. He shall visit the home-patients ; prescribe to the out-patients when requested by the Medical Officers ; shall call all consultations, and summon the Surgeon whose turn it may be to attend on the occurrence of any case of emergency. He shall transact all the necessary business of a Secretary, direct persons where they may apply for recommendations, and keep a register of patients under cure, the nature of the disease, by whom recommended, when admitted, when discharged, and in what condition. He shall attend all Boards, to register their proceedings, and keep all the accounts of the Charity. He shall on no account absent himself from the house, without leaving word where he may be found, and shall not absent himself during one whole day without first obtaining leave from the faculty, and procuring a person of whom they approve to transact his duties. He shall not resign his office without giving notice of his intention, in writing, two months previous, to the Weekly Board.

Patients.

XLI. The patients shall be of two descriptions—out-patients and home-patients; the former shall bring their recommendations to the Dispensary on any day in the week, (Sundays excepted,) between the hours of ten and eleven o'clock in the forenoon, and shall continue to attend at the same hour as often as their medical attendant shall direct; the latter shall send their recommendations between the same hours, and they shall then be visited by the Surgeon, who shall continue his attendance as often as he thinks it requisite. On Sundays, the Dispensary shall only be open till ten o'clock in the morning, and during the interval between morning and afternoon service, except for cases of accident, or sudden emergency.

XLII. When a patient has once been admitted under the care of one of the Medical Officers, he shall continue under the same until he is discharged, and shall not be entitled to admission, for the same complaint, under any of the other Medical Officers, in less than three months, without the consent of the Surgeon under whose care he was first placed.

XLIII. Patients whose cases admit of relief, and who may wish to remain on the books for a longer time than six months, shall, at the expiration of that period, be required to renew their tickets.

XLIV. All persons must furnish themselves with clean phials and gallipots, or deposit sixpence at the Dispensary, which they shall receive back again when they return the phials or gallipots they have received at the Dispensary.

XLV. Persons discharged for irregularity in attendance, and for improper conduct during their attendance, shall not be again admissible without the permission of the Weekly Board.

XLVI. When a patient is discharged, the Governor who recommended the same shall be informed.

XLVII. When patients have received a cure at the Dispensary, they shall obtain a letter of thanks, which they are expected to present to the subscriber who recommended them; and it shall at the same time be suggested to them that they should offer up public thanks to Almighty God, at the place of worship which they usually attend.

XLVIII. No servants nor apprentices shall be entitled to the benefits of this Institution, but such as are considered necessitous.

XLIX. Any poor woman, by depositing the sum of four shillings at the Dispensary, previous to her confinement, shall be entitled to attendance during her labour, and, should any difficulty occur, to the assistance of one of the Surgeons-Accoucheur.

L. The appointment of the Midwives to the Charity, shall rest with the Medical Officers.



