

**City of Glasgow Fever and Smallpox Hospitals : bye-laws for regulating the conduct and duties of the officers and servants / submitted by Drs. Russell and Allan ; approved by the Magistrates and Council (Police).**

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CITY OF GLASGOW

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FEVER AND SMALLPOX HOSPITALS.

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BYE-LAWS

FOR REGULATING THE CONDUCT AND DUTIES

OF THE

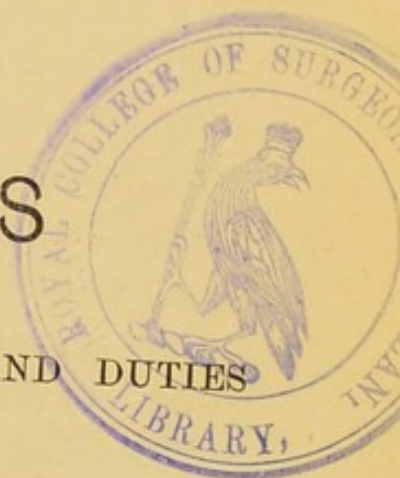
OFFICERS AND SERVANTS.

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SUBMITTED BY DRs. RUSSELL AND ALLAN,

October, 1884.

APPROVED BY THE MAGISTRATES AND COUNCIL  
(POLICE) 26th JANUARY, 1885.



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# BYE-LAWS

MADE BY THE MAGISTRATES AND COUNCIL OF  
GLASGOW (POLICE) FOR REGULATING THE  
CONDUCT AND DUTIES OF THE OFFICERS AND  
SERVANTS EMPLOYED IN CONNECTION WITH  
THE CITY OF GLASGOW FEVER AND SMALL-  
POX HOSPITALS, UNDER AND AS AUTHORISED  
BY "THE GLASGOW POLICE ACT, 1866."

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## I.—PHYSICIAN-SUPERINTENDENT.

1. The Physician-Superintendent shall be a Registered Medical Practitioner. He shall exercise a general superintendence and control over all departments of the Hospital and over all the Officials in the performance of their prescribed duties, and shall be responsible for the due carrying out of the same, and for the regular and careful keeping of all books and making of all records in ward journals, &c. He shall act under the control and supervision of the Hospital Committee and the Medical Officer of Health.

2. He shall undertake the medical charge of such wards as his general duties will permit, and shall also advise with and aid such Assistant Medical Officers as may from time to time be appointed. Within the wards of which he has medical charge he shall observe the Rules applicable to Assistant Medical Officers.

3. In his capacity as Physician-Superintendent he shall at least once a day inspect the various departments in the establishment, including all the wards.

4. He shall examine and initial pay-bills and accounts, and prepare such statistical statements of the patients admitted,

dismissed, and in Hospital, as may be required for the information of the Hospital Committee, whose fortnightly and other meetings he shall attend.

5. He shall warn the Senior Assistant Medical Officer before leaving the Hospital for any purpose whatever, and shall so arrange the temporary absence of the Assistant Medical Officers that they shall not be all absent at one time. Annual holidays or other leave of absence of the medical staff shall be arranged mutually, but no such arrangement shall take effect until the same has been submitted to, and approved by, the Medical Officer of Health, who shall report to the Chairman of the Hospital Committee.

6. He shall be responsible for the safe custody of the ward journals, *post mortem* books, and other disused records of the Hospital, and of all microscopes, surgical instruments, and other apparatus provided for general use in the Hospital. Of these last he shall make an inventory, and keep them in good working order and in a safe place where the medical staff may obtain them when necessary.

## II.—ASSISTANT MEDICAL OFFICERS.

1. The Assistant Medical Officers shall be Registered Medical Practitioners, and shall be medically responsible for the care and treatment of the patients in the wards put under their charge by the Physician-Superintendent.

2. They shall, at their first visit after the admission of a patient to their ward, make a sufficient entry of the history and facts of the case in the Ward Journal, and shall continue the same until the case terminates, carefully recording their prescriptions and other details of treatment.

3. They shall enter the name of each patient in the Ward Diet Book, marking the diet and changing the same from time to time, and in like manner, when stimulants are prescribed, entering the quantity in the appropriate columns of the Stimulant Book, and carefully altering or writing off the same when necessary.

4. They shall fill up the particulars in the bed-card of each patient at their first visit after admission, recording the name of the disease, so soon as it has been determined.

5. They shall, previous to dismissing a patient, carefully examine into the condition of said patient, and if found fit, make an entry in the Ward Journal of the date of dismissal, write off the name from the Diet Book, and dismiss the bed-card, seeing that in every detail it is completely filled up previous to its delivery to the nurse.

6. They shall see that their orders are strictly carried out by the nurses of their wards; and assist the Superintendent and Matron in maintaining discipline, reporting immediately to the Superintendent any breach thereof.

7. They shall grant passes to patients' friends in accordance with the Rules of the Hospital, and furnish the nurses with

written notes of any repairs or other requirements for the Physician-Superintendent's consideration.

8. They shall, in rotation, attend at the Hospital gate during the hours fixed for the reception of patients' friends, and shall see that the Rules regarding visitors are duly observed.

9. They shall consult the Physician-Superintendent on all occasions of difficulty or doubt in the treatment of their patients, and in every case in which life is in imminent danger. They shall not order the transference of a patient from one ward to another, until they have consulted the Superintendent and obtained his sanction.

10. They shall perform *post-mortem* examinations in such cases as they have previously obtained the consent of the nearest known relative of the deceased, make a careful record of the same in the *Post-mortem* Journal, and be responsible for the decent preparation of the body thereafter for interment.

11. Before leaving the Hospital for any purpose whatever they shall report their intention to the Physician-Superintendent, and shall not absent themselves for a night without permission from him.

12. They shall commence the morning visit punctually at 10 a.m., and the evening visit punctually at 8 p.m.

13. The Senior Assistant Medical Officer shall take charge of the Institution during the temporary absence of the Physician-Superintendent, in which case there shall always be another Assistant also on duty. He shall assist the Physician-Superintendent in keeping the instruments and apparatus provided for general use in the Hospital, in good order. He shall be responsible for the careful taking and recording of the meteorological observations and the due transmission of the required returns to the Registrar-General, the Secretary of the Scottish Meteorological Society, and the Medical Officer of Health.

## III.—DISPENSER.

1. The Dispenser shall be legally qualified to practice Pharmacy, shall give his whole time to the business of the Hospital, and shall be in attendance in the Dispensary from 9 a.m. to 8 p.m., with the exception of meal hours.

2. He shall dispense such medicines as are prescribed by the Medical Officers of the Hospital in writing and not otherwise, copying the prescription legibly on a label, to be affixed to the medicine when made up.

3. He shall prepare Tinctures and compound Powders, Pills, &c., for the use of the Hospital.

4. He shall take charge of, and issue, on production of the Stimulant Books, all stimulants required in the wards. He shall keep a careful record, in a book provided for the purpose, of all stimulants so issued, and shall be required to produce, at least once a month, a balance statement, showing quantity received, dispensed, and in stock.

5. He shall be responsible to the Physician-Superintendent for the maintenance of a proper stock of drugs and stimulants in the Dispensary, presenting his requirements from time to time for signature, and checking goods on delivery.

6. He shall keep poisons locked up in a special press, and be careful to dispense poisonous medicines in blue-ribbed bottles, with a special label. He shall not permit any nurse to assist herself to medicines or stimulants, or to gossip or loiter in the Dispensary.

7. When not engaged in these duties, he shall perform such other duties as the Physician-Superintendent may require of him.



## IV.—HOUSE STEWARD.

1. The House Steward shall be under the control of the Physician-Superintendent, and shall assist him in the management of the general business of the Hospital. He shall be provided with an office in the Hospital, and shall be on duty from 8 a.m. to 6 p.m.

2. He shall keep such books and records as are in use, or may be prescribed by the Hospital Committee, for the orderly management of the business of the Hospital.

3. He shall receive and preserve all invoices for goods delivered. He shall enforce the Rules for "Tradespeople" doing business with the Hospital, especially as to the rendering of accounts monthly. He shall enter such accounts, as rendered, in a book provided for the purpose, comparing them with invoices, and otherwise carefully checking and initialing before submitting them to the Physician-Superintendent for signature, and transmitting them to the Treasurer punctually on the prescribed days.

4. He shall be responsible for the regular supply of coals to the various departments, observing that they are according to contract, and reporting any apparent waste in the use of them to the Physician-Superintendent.

5. He shall regularly enter the Provision Storekeeper's Provision Sheets in the Monthly Provision Book, which he shall compare with her books, so as to make a monthly balance of provisions received and used, to be submitted to the Hospital Committee.

6. He shall have charge of the Stock Store, containing reserve bedding, clothing, hardware, and general ward furnishings, and shall receive all fresh stock, and issue articles to written order of the Matron. He shall keep the Stock

Book, and regularly enter therein all stock received and issued, and shall balance the same at least quarterly, for the information of the Hospital Committee.

7. He shall have charge of the Jobbing Store, containing the materials used by the joiner, engineer, and other tradesmen for repairs, and shall keep the Jobbing Store Stock Book, in which he shall record all materials received and issued to the order of the Physician-Superintendent, and account for the same to the Hospital Committee.

8. He shall assist the Physician-Superintendent in making up the weekly and monthly pay-sheets.

9. He shall from time to time make out requisition lists, showing the articles required for the Hospital, their nature, quantity, the date of previous requisitions of the same nature, the names of parties who previously supplied them, with prices, which he shall enter in a Requisition Book, to be submitted to the Physician-Superintendent, initialed by him, and laid before the Hospital Committee.

10. He shall attend the meetings of the Hospital Committee when required, and take their instructions as to the procuring of goods, by contract or otherwise, and generally as to the transaction of the business of the Hospital.

11. He shall attend to the fortnightly or other visitors appointed by the Magistrates and Council in their inspection of the stores and other administrative departments of the Hospital.

12. He shall supervise the Hospital buildings, and see that they are kept in thorough repair. He shall submit a note of all necessary repairs to the Hospital Committee, be responsible that tradesmen employed in jobbing about the premises do their work thoroughly, and keep a note of their time.

13. He shall carry out the instructions of the Hospital Committee as to duties of a like nature to those prescribed above, in regard to the Smallpox Hospital, and in general render such help as may be competent to him in the administration of these or other Hospitals required for the treatment of infectious disease in the city.

## V.—JANITOR.

1. The Janitor shall have charge of the public entrance to the Fever Hospital, and shall not allow any person or persons to enter the Hospital or leave it, nor permit anything to be taken into or out of the Hospital, unless in accordance with the Regulations.

2. He shall attend to the waiting-room, keep order among the patients' friends, and give them information as to the ward in which patients are being treated.

3. He shall keep the Lodge Register of Patients, entering regularly the particulars for which columns are provided; and shall every morning make up a statement of the number of patients admitted, dismissed, dead, and remaining in the whole Hospital and in each ward thereof.

4. He shall assist the friends in registration of deaths, and in the other arrangements preliminary to interment, reporting to the Physician-Superintendent all bodies not claimed and interred within a reasonable time.

5. He shall make and record meteorological observations at 9 morning and 9 evening precisely, under the superintendence of the Senior Assistant Medical Officer.

6. He shall collect the coal tickets, and give them to the House-Steward every evening.

7. He shall make out bed-cards for each patient immediately on admission, and receive and carefully preserve the same on dismissal.

8. He shall take charge of the "Log-Book," and carefully bring the Physician-Superintendent's memoranda therein

under the notice of the officials whom they may concern initialing the same in evidence thereof.

9. He shall assist the Physician-Superintendent and Matron generally in the maintenance of discipline among the officials and inmates.

N.B.—*The Janitor and Telephonist shall never be absent from the Hospital at the same time.*

## VI.—MAIN GATE-KEEPER.

1. The Keeper of the Main-gate shall reside in the Lodge, shall attend to the gates of the Fever and Small-pox Hospitals, and shall be responsible that no person enters or leaves, and that nothing is taken into or out of those Hospitals unless in accordance with the Regulations.

2. He shall examine the passes of nurses, cleaners, and other servants (without which he shall not permit them to go out), and retain the same until they return, carefully noting the hours of leave specified therein. He shall report any irregularity in the observance of those hours to the Matron of the Fever or Smallpox Hospital, as the case may be. In the case of those servants who live outside the institution, he shall make himself acquainted with their hours of duty, and report any want of punctuality in regard to the same to the Physician-Superintendent. He shall also note when the messenger leaves the Hospital and returns.

3. He shall not permit any servant of the institutions to gossip or loiter about his house.

4. He shall keep the precincts of the lodge tidy, and shall maintain order among the friends of patients assembled at the gate, and examine the passes before admitting them at the prescribed hours.

## VII.—JOINER.

1. The Joiner shall do all jobbing, joiner, glazing, and painting work about the Hospital, and make himself generally useful in assisting other workmen.

2. He shall keep a book in which he shall enter the work done each day, with his time. This book shall be produced to the Physician-Superintendent daily, and submitted to the Hospital Committee when required.

## VIII.—ENGINEER.

1. The Engineer shall be responsible to the Physician-Superintendent for the care and oversight of the steam-boilers, engines, washing-house machinery, heating apparatus, gas and water meters, fire-plugs and hose, &c., and shall see that the Firemen attend to their duty.

2. He shall test the fire-plugs and apparatus for extinguishing fire weekly, having fire exercise at least once a month, so as to be able to take the lead in adopting proper and prompt measures for the extinction of fire. The Fire-corps shall include the Firemen, Coalmen, Janitor, and Main Gate-man, headed by the Engineer.

3. He shall execute all repairs and jobbing work within the province of a blacksmith and engineer, and shall for this purpose be provided with suitable tools, of which he shall keep an inventory, and for the safety and good condition of which he shall be responsible. He shall obtain from the Physician-Superintendent orders upon the jobbing store for the requisite materials.

4. He shall make a note of all accidents occurring to the machinery or other apparatus, and of repairs wanted, in the Log-book, and shall keep a daily record of his employment of his time in a book which shall be produced to the Physician-Superintendent daily and submitted to the Hospital Committee when required.

5. He shall pay special attention to the heating of the wards, so as to maintain the temperature between 55° F. and 60° F.

6. He shall keep a note of the time of any tradesmen employed about the premises, reporting the same to the House Steward, and shall be ready to give his services, when occasion requires, by night as well as by day.



## IX.—FIREMEN.

1. The Firemen shall be responsible to the Physician-Superintendent, and shall be supervised and directed in their duties by the Engineer.

2. They shall take day and night duty in alternate weeks. The day Fireman shall be on duty from 5 a.m. to 5 p.m.; the night Fireman from 5 p.m. to 5 a.m.

3. They shall be liable to fine if black smoke is reported during their hours of duty. They shall work the boilers "half-glass," and maintain a steam pressure of not less than 25 lbs., and not more than 30 lbs., observing that steam is not wasted, and that no one interferes with the dampers, valves, or other part of the regulating apparatus.

4. They shall regularly wheel ashes to the appointed place and extinguish fire in them. They shall keep the fronts of their boilers and the stoke-hole clean and tidy.

5. They shall report themselves to the Engineer on going on and leaving off duty, and during the hours of duty shall on no account leave the boiler-house—excepting in the case of the night Fireman, who shall twice make a round of the premises to see that all is well, but shall not enter the wards. In the absence of the Engineer they shall regulate the heating of the wards.

## X.—GARDENER.

1. The Head Gardener shall be responsible to the Physician-Superintendent for the care and good order of the garden, greenhouse, grounds, and roads.

2. He shall live in the private lodge, and shall arrange that some person shall be ready to open and shut the gate when required; but no one shall be allowed to enter or leave by this gate except Members of the Magistrates and Council, the Physician-Superintendent, Matron, Assistant Medical Officers, Chaplain, Medical Officer of Health, or such other persons as the Physician-Superintendent may specify.

3. He shall be responsible for the custody of the produce of the garden, greenhouse, and grounds, and shall account for the same to the Physician-Superintendent as he may direct.

4. He shall be responsible to the Physician-Superintendent for the diligence and good conduct of the Under-Gardeners.

5. In the absence or illness of the Janitor, he shall make and record meteorological observations.

## XI.—AMBULANCE DRIVERS.

1. The Ambulance Drivers shall each be responsible to the Physician-Superintendent for the safe keeping and good condition of the Ambulance, horses, harness, stables, &c., under his charge.

2. They shall promptly attend to orders for the removal of patients, whom they shall assist or carry to and from the Ambulance with care and kindness. They shall also when required assist in carrying patients from one ward to another within the Hospital.

3. They shall exercise economy in the use of hay, straw, and feeding, shall notify in the log-book when fresh supplies are required, and assist the House-Steward in checking accounts for the same, and for farrier work, repairs, &c.

4. They shall not, under any pretence, undertake commissions, or carry parcels, or permit strangers to ride on their Ambulances.

5. They shall not while on duty go into shops, or mingle unnecessarily with the public, or otherwise do anything which might spread infection during the transit of patients to the Hospital.

6. They shall at all times drive with caution, and be mindful of the comfort and safety of the sick.

7. They shall observe the condition of the persons whom they are sent to remove, and in the event of their appearing to be unfit for removal shall decline to do so until a medical man has been called, reporting the same immediately either at the Sanitary Office or to the Physician-Superintendent.

*N.B.—Both Ambulance Drivers shall not be off duty at the same time.*

## XII.—BARBER.

1. The Barber shall shave the heads of patients on receiving a written order from the Medical Officer in charge of such patients.

2. He shall bathe and assist male patients to bed when admitted, and bathe male patients at such other times as the medical officer in charge of them may require. He shall also administer injections to male patients upon the written order of their physician.

3. He shall remove soiled beds from the wards to the cremator immediately when requested by the nurse in charge, and shall fill new beds, and convey them to the wards as required. He shall observe that the straw provided for this purpose is dry and of good quality.

4. He shall assist in the removal of patients from one ward to another, on written order of the medical officer in charge of the ward from which the patient is to be removed.

5. He shall give assistance in the management of delirious patients when requested by the medical officer in charge of the ward, and shall remain in the ward as long as the medical officer shall think necessary.

6. He shall keep the keys, and be responsible for the cleanliness and good order of the mortuary and *post mortem* room. He shall assist in carrying dead bodies from the wards to the mortuary when requested by the nurse. He shall assist at *post mortem* examinations, and keep the instruments in good order.

7. He shall mix the materials for waxing the ward floors, with due care against fire.

8. He shall carefully fumigate the patients' clothing and the wards as soon as out of use, or when required by the Physician-Superintendent.

N.B.—*The Barber and Assistant Barber shall not be absent at the same time.*

## XIII.—ASSISTANT BARBER.

1. The Assistant Barber shall assist the Barber in carrying out the work assigned to him in the preceding rules.
2. He shall light and extinguish the lamps, and keep them clean and in good order.
3. He shall assist the coalmen in carrying coals and removing ashes, and shall as required make himself generally useful.

## XIV.—COALMEN.

1. The Coalmen shall carry coals to the wards, dormitories, and other departments, and remove ashes and refuse therefrom.

2. They shall keep the surface around the wards and other premises tidy and in good order, collecting and properly disposing of all rubbish and refuse matters.

3. They shall clean out any choked drains or soil-pipes, keep rhones and rain-conductors clean, and do any digging work required in the course of repairs of drains, soil-pipes, &c.

4. They shall attend to the ward trough-closets, emptying, carefully cleansing and refilling them with water at least twice daily, or oftener as the medical officer in charge may require. They shall regularly supply the box provided in the closets for disinfectants.

5. They shall assist in lighting, extinguishing, and cleaning the lamps, and shall make themselves generally useful.

N.B.—*Both Coalmen shall not be absent at the same time.*

## XV.—MESSENGER.

1. The Messenger shall deliver letters and go messages to the order of the Physician-Superintendent, Matron, or Assistant Medical Officers, but not for any other official or for patients unless ordered through the Physician-Superintendent. He shall report himself to the Physician-Superintendent as soon as he returns.

2. He shall relieve the Janitor when required, and make himself generally useful.



## XVI.—TELEPHONIST.

1. The Telephonist shall attend in the Hospital Lodge from 9 a.m. to 7 p.m., and his special business shall be to receive and transmit messages by telephone.

2. He shall not leave the lodge at any time during the hours of duty without arranging with the Janitor or some other person to attend to the instrument.

3. He shall write out the orders for removal of patients, accurately recording all details as telephoned from the Sanitary Office, and delivering the same to the Janitor.

4. He shall carefully write out all "special messages," and deliver the same to the person to whom they are directed, preserving a copy in a book provided for the purpose, with date and hour of delivery.

5. He shall assist the Janitor in keeping the Lodge Register and in any other clerical work connected with his duties.

## XVII.—MATRON.

1.—The Matron shall take general charge of the domestic arrangements of the Hospital, and shall be subordinate to the Physician-Superintendent, to whom and to the Hospital Committee she shall be responsible for the good order and government of the household affairs, in accordance with such regulations as now exist or may be from time to time made.

2. She shall visit and inspect the wards and all administrative departments of the Hospital at least once every day, seeing that cleanliness and order are everywhere observed—especially as regards the patients' bed and body clothing.

3. The nurses and female servants, with their special departments, such as the kitchen, washing-house, dormitories, &c., shall be under her more immediate care, and she shall, subject to the approval of the Physician-Superintendent, hire, suspend, or dismiss all such nurses and female servants.

4. All the furnishings of the Hospital which are not in the Stock Store, including bedding and napery, shall be under her care, and she shall see that they are kept in proper repair and in sufficient quantity. For this end, in each ward or other apartment, she shall keep an Inventory of its contents, which she shall check at least every six months; and, as often as required, she shall make and submit, through the Physician-Superintendent, to the Hospital Committee, an Inventory of all the furnishings of the hospital, showing their distribution in the various wards and departments.

5. She shall see that the food for the patients and staff is of good quality, properly cooked, and punctually and comfortably served, and that no waste anywhere prevails.

6. She shall give the Physician-Superintendent every assistance in the supervision and discipline of the institution. She shall not absent herself without his consent, and shall not be absent for a night without the permission of the Chairman of the Hospital Committee.

## XVIII.—ASSISTANT-MATRON.

1. The Assistant-Matron shall act under the orders of the Matron, and assist her in her various duties as she may direct.

2. She shall attend in the Inquiry-hall at the hours for answering the inquiries of patients' friends, and observe that they are treated courteously, and that no unnecessary conversation is indulged in or any gratuities received, or any article sent to the wards for the patients.

3. In the absence of the Matron she shall discharge her duties, under the direction of the Physician-Superintendent.

## XIX.—PROVISION STOREKEEPER.

1. The Provision Storekeeper shall have charge of the food store, and keep such books as may be provided for the purpose of enabling her to account for what she receives and gives out.

2. She shall compare the stores received as to weight, quantity, &c., with the invoices or pass-book entries, and duly initial the same, if correct, before passing them on to the House-Steward. She shall test the milk regularly, and report any deficiency in quality of that or any other article immediately to the Physician-Superintendent.

3. She shall make up the daily diet sheet from the ward diet books and give the same to the cook for her guidance, and shall make up therefrom the daily provision sheet for the use of the House-Steward.

4. She shall have the stores for the cook and rations for officials and patients made up for punctual delivery at the appointed hours, and shall not permit any gossip or loitering in the store on the part of nurses or other officials.

## XX.—CLOTHES STOREKEEPER.

1. The clothes storekeeper shall, under the Matron's directions, have charge of the patients' clothes-store, and be responsible that each bundle, when received, is neatly tied up and properly labelled with an inventory which she shall compare with its contents.

2. She shall also have charge of the convalescents' clothes-store, and shall assist in repairing the clothing.

3. She shall check the inventory of ward linen on being taken to, and before being returned from, the wash. She shall also have charge of the nurses' private washings.

4. She shall otherwise assist the matron, as she may require, in the general care and maintenance of the napery, clothing, and bedding of the Hospital.

## XXI.—NURSING STAFF.

(1) *General Regulations.*

1. The Nursing Staff shall be divided into three classes—viz., Head Nurses, Nurses, and Probationers.

2. They shall be under the general control and authority of the Physician-Superintendent and Matron. In all matters affecting the treatment of the patients they shall be under the direction of the Physician in charge of the ward in which they serve.

3. They shall be provided with a uniform, without which they must not enter the wards, and no part of which must ever be worn outside or taken from the Hospital. They shall, on leaving the service of the Hospital, give up the whole of their uniform.

4. They shall have the patients and ward clean and in good order before the morning visit at 10 a.m.

5. They shall not see private friends within the Hospital without the Matron's permission, and then only in the room provided for that purpose.

6. They shall receive no gratuities and accept no presents without permission, on pain of instant dismissal.

(2) *Head-Nurses.*

1. They shall be called at 7 a.m., go on duty at 8 a.m., and go to bed at 10 p.m. They shall have everything in readiness for the morning visit at 10 a.m., and for the evening visit at 8 p.m., and accompany the Physician on his rounds. At the morning visit they shall submit the Night-nurses' report on each patient, receive the Physician's instructions for the day,

and see that they are carried out. At the evening visit they shall receive his instructions and carefully convey them to the Night-nurse before leaving for the night.

2. They shall preserve order and discipline in their wards; supervise and assist the Nurses in their special duties; and shall report any neglect of duty on the part of the Cleaners at once to the Matron.

3. They shall prevent waste of food or of coal, and wilful injury to, or destruction of, any of the furnishings of the Hospital.

4. They shall see that a fresh mattress and bedding are provided for each patient on admission; and on the dismissal, death, or transference to another ward of any patient, shall immediately put-out the mattress, and request the Barber to remove and replace it.

5. They shall, as soon as a patient is put to bed on admission, report to the Medical Officer in charge of the ward, carefully inventory in the patients' clothes book all clothing, tie it up, and deliver the bundle, with duplicate list carefully attached, to the Barber to be removed to the disinfecting room. They shall immediately give over to the Matron all money, jewellery, watches, or other valuables found about the person of the patient, with an inventory of the same, making a duplicate thereof on the counterfoil of the clothes book, both of which they shall sign.

6. They shall take, or supervise the taking of, the temperature of the patients, and record the same with their observations in their note-book. They shall be responsible for the safety of the clinical thermometers and ward journals, diet, and stimulant books.

7. They shall observe that a constant supply of disinfecting powder is kept in the W.C., that it is duly used, that the trough is regularly emptied, and that the apparatus is in good order, and the W.C. clean and inoffensive.

8. They shall at any time be prepared to check the ward inventory when requested by the Matron.

9. They shall attend at the inquiry-room at the stated hours for receiving patients' friends, and shall answer their inquiries briefly, courteously, and judiciously, avoiding all gossip or unnecessary conversation.

10. They shall receive with kindness and consideration all persons who present themselves at the wards with a pass from the Medical Officer in charge, without which no one shall be admitted. They shall see that such visitors observe the Rules of the Hospital, especially that they bring no food, drink, sweetmeats, or fruit to the patients.

11. They shall have leave for two hours twice a week—viz., on Monday and Thursday, from 3 p.m. to 5 p.m., also on each alternate Sunday from 1 p.m. to 6 p.m., and for a clear day once a month as the Matron may arrange. They shall have a fortnight's holiday annually.

12. They shall assist Probationers in acquiring a knowledge of the duties of a nurse, and shall not leave the ward unless a nurse or a probationer is in attendance, and not at any time when on duty, except for the purposes specified in these Rules.

13. They shall assist the lady in charge of the Dorcas store in the selection of patients worthy of donations of clothing, aiding her, as far as possible, in avoiding imposition and abuse of charity.



14. They shall every night make up and deliver to the Janitor a statement of the number of patients admitted, dismissed, or dead, and remaining in the ward under their charge.

15. They shall not permit the convalescents in their ward to leave the ward during the Physician's visiting hours.

(3) *Nurses.*

1. Nurses shall take day and night duty on alternate months, unless the Matron may find it necessary to arrange otherwise. When on day duty, they shall be called at 6 a.m., go on duty at 7 a.m., and off duty at 10 p.m. When on night duty, they shall be called at 9 p.m., go on duty at 9.30 p.m. and off duty at 10 a.m. The Night-nurses shall be in bed by 1 p.m., and the Day-nurses by 10.30 p.m.

2. The Night-nurses shall record in their note-books what takes place during the night with regard to the patients, and shall submit the same to the head-nurse in the morning.

3. They shall distribute the food punctually and comfortably at the stated hours, setting the table for the convalescents in a neat and orderly way, enforcing propriety and decency on their part, and assisting those who are in bed.

4. They shall administer medicines and stimulants strictly as ordered, maintain scrupulous cleanliness of the persons and bed and body clothing of patients, and allow no foul matter or thing to remain in or about the wards.

5. All patients to be bathed upon admission (the bath to be filled afresh for each), excepting when they seem exhausted, when the Physician on duty in the Hospital shall be consulted immediately—females to be bathed by the nurse; males by the Barber or other male attendant. If necessary, for cleanliness sake, the nurse may have the hair removed before patients are put to bed provided their strength will permit.

6. They shall take their ward baskets and journals and stimulant book, with prescriptions, &c., and empty bottles to the dispensary, and duly remove the same, at the hours appointed. They shall not help themselves to anything in the dispensary.

7. They shall carefully deposit all poisonous substances in the poison press provided in the ward, and keep the same under lock and key, and otherwise scrupulously observe the special Rules as to Poisons.\* The nurse on duty shall have custody of the key of the poison press, and shall, when she goes off duty, deliver it to the nurse who relieves her.

8. They shall carefully regulate the temperature and ventilation of the ward, observing the thermometer which shall be provided for each ward. The temperature ought to be maintained between 55° F. and 60° F. They shall advise the engineer of any excess or deficiency of heat in the heating apparatus.

9. They shall empty and thoroughly cleanse all night-stools, bed-pans, and slippers, immediately after being used. They shall put disinfecting powder into all night-stools before replacing them, and into bed-pans and slippers before they are again used.

10. Night-nurses shall have leave for two hours twice a week—viz., on Tuesday and Friday, from 3 p.m. to 5 p.m.; also on each alternate Sunday from 10 a.m. to 12 noon, and for a clear day once a month. Day-nurses shall have leave for two hours twice a week—viz., on Monday and Thursday from 3 p.m. to 5 p.m.; also on each alternate Sunday from 10 a.m. to 12 noon, and for a clear day once a month. Nurses shall have a fortnight's holiday annually.

\* *For Special Rules as to Poisons, see page 41.*

## XXII.—PROBATIONERS.

1. Probationers must be single or widows and aged from 20 to 40 years. They shall fill up the printed schedule to be issued by the Matron to candidates, and if the information so obtained is found satisfactory, the Matron shall, after a month's trial, engage them for a year, subject to immediate dismissal if subsequently found incapable or otherwise unsatisfactory.

2. They shall, after one month's trial, diligently apply themselves in the ward to which they may be attached to the acquisition of a knowledge of the duties of a nurse. They shall assist the nurse in charge of their ward in all her duties as specified in the rules for nurses.

3. They shall, after one month's trial, if they have given satisfaction, be provided with a uniform, and shall thereafter be in all respects subject to the regulations prescribed for ordinary nurses.

4. They shall at the end of their year of probation, if in the opinion of the Matron and Physician-Superintendent they have acquitted themselves satisfactorily and displayed an intelligent acquaintance with their work, be engaged as nurses.

## XXIII.—PATIENTS.

1. Patients shall be civil, respectful, and obedient to nurses, and assist them in maintaining good order and discipline in the ward. They shall maintain silence during the visit of the Physician, and convalescents shall, at that time, all be present in their respective wards.

2. They shall not smoke in the wards, or the apartments attached, and shall not congregate or loiter in the bath-room or scullery, or enter the nurses' sitting-room. They shall not indulge in loud talking or noise, or otherwise disturb those who are sick. Swearing and improper conversation are strictly prohibited.

3. They shall not be required to do any work, and are not permitted to carry coals, or food from the kitchen, or go outside the ward to do any other work. They are recommended to render the nurse such assistance inside the ward as is consistent with their strength, and to be helpful to their fellow-patients.

*N.B.—Mothers admitted with their children are expected to do whatever is requisite for their cleanliness and comfort, as a mother ought to do ; but always subject to the authority and direction of the nurse, to whom they must be civil and obedient, on pain of dismissal.*

4. They shall not eat or drink anything except their regular allowance, received from the nurse. They shall carefully hand over all scraps and unused food to the nurse, and shall not carry any part of it away.

5. They shall not enter any ward excepting their own, or associate with any patients excepting those of their own ward. In the case of members of one family having the same disease, and being treated in different wards, interviews shall only be permitted by pass obtained from the Physician in charge of the ward which they desire to visit.

6. They shall not leave the wards during the inquiry hours, or see, or communicate with, their friends at any time, without the permission of their Physician. Passes for friends or visitors will be granted by him in accordance with certain Rules.

7. They shall, when permitted to take exercise in the grounds, confine themselves strictly to that part set aside for them, observing any notices set up to prevent mingling of convalescents from different diseases. They shall not injure trees or shrubs, pull flowers, or otherwise abuse public property, and adults are expected to reprove children whom they may observe transgressing in this way, and to report them if they will not be warned.

8. They shall not remain out of bed later than 9 p.m., and shall at no time leave the ward after dusk. If at any time the nurse thinks they ought not to go out they shall obey.

9. They shall remain in Hospital as long as the Physician in charge of them thinks fit, subject to an appeal to the Physician-Superintendent.

*N.B.—It is punishable, under the Public Health (Scotland) Act, to leave until in the opinion of the medical officer all risk of infection is past.*

10. They shall report immediately to the Physician in charge any dereliction of duty on the part of the nurses or other officials, whether affecting themselves or their fellow-patients.

*N.B.—It is unjust to the nurses, and injurious to the interests of all, for patients to withhold complaints until they have left the Hospital, and, consequently, inquiry is made more difficult.*

11. They shall not send letters to friends outside the Hospital, or give anything to, or receive anything from, visitors.

## XXIV.—VISITORS.

1. On the admission of a patient a Visitor's card, bearing the patient's name and registered number, will be issued to the patient's friends. It is transferable, and no one will be permitted to pass the main gate without exhibiting this card to the gate-keeper. When the patient is dismissed, it must be delivered up to the Janitor to be destroyed.

2. The hours for the reception of Visitors are 12 noon and 7 p.m. on week days, and on Sundays 12 noon only. They are required to attend punctually at those hours, so that nurses may not be unnecessarily kept away from their wards.

3. Visitors are requested not to detain nurses by unreasonable inquiries, and to confine themselves strictly to the proper purpose of the interview, which is to inform them of the condition of their sick friends or relations.

4. They shall not be permitted to give food, drink, fruit, or sweetmeats to the patients either through the nurses or when admitted to the wards, on pain of being forbidden access to the Hospital.

5. They shall not be permitted to visit the wards unless provided by the physician in charge with a written pass.

6. They shall receive such passes only in the following circumstances:—(1) In every case a pass is granted once when the patient is convalescent; (2) when the patient is very ill, or when life is in immediate danger, a standing pass is granted by the physician in charge, which shall continue in force until withdrawn by him; (3) when the patient has been in Hospital over two months a weekly pass is granted.

7. Friends living at a distance, or who are unable to visit, can have information regarding the patient's condition as

often as desired by forwarding to the Medical Officer in charge a packet of post cards, each bearing their name and address.

8. They shall be permitted to see the Physician in charge of the patient on intimating their desire to the nurse, and accompanying her to the business room at 12 noon. They may, in like manner, see the Physician-Superintendent, who shall immediately investigate any complaints made to him, either verbally or, if he should so desire, in writing.

9. Not more than two Visitors shall be admitted to the wards to see the same patient at the same time. Without special permission no interview shall last longer than ten minutes.

10. Visitors admitted to the wards shall not sit upon the beds or otherwise unnecessarily expose themselves to infection. They shall not, in the case of the sick, interfere in any way with the treatment or with the nurse in her duties, and shall otherwise conduct themselves with propriety, and avoid causing any disturbance of the other patients.

11. In the case of a patient in the Small-pox Hospital no visitor shall be admitted on any account whatever until he or she has been re-vaccinated, or the Physician in charge has satisfied himself that they are otherwise insusceptible to the disease.

12. Any visitor detected offering to nurses or other officials any present, whether in money or in kind, shall be prevented from again entering the Hospital gate.

## XXV.—TRADESPEOPLE.

1. No goods to be supplied except to the written order of the Physician-Superintendent or Matron.

2. Invoices must accompany all goods, or pass-books with the goods entered when delivered, such entries to be initialed by the Provision Storekeeper or House Steward.

3. All accounts must be rendered monthly, and must be detailed. No accounts "To goods" or "To amount of A/c rendered" &c., will be received. Tradespeople who violate these conditions will not receive further orders.

4. All goods must be delivered between the hours of 8 a.m. and 2 p.m., in good condition, in the quantity ordered, and of good quality. Articles found deficient in these respects must be at once removed.

5. No official or servant is permitted to receive any gratuity, present, or commission, and any tradesman or contractor detected in an attempt to violate this rule shall forfeit all future custom thereby.



## SPECIAL AS TO VACCINATION.

No person shall be employed in any capacity about the Hospitals of the Magistrates and Council until he or she has been examined as to Vaccination by the Medical Officer of Health or his Deputy, and re-vaccinated, unless evidence is produced that it has been recently done. A certificate of this, signed by the Medical Officer of Health, or his Deputy, must be produced to the Physician-Superintendent or Matron before engagement.

Any Officer or Servant contravening any of the foregoing Bye-laws shall be liable in a penalty not exceeding Forty Shillings for each breach thereof.

Dated this Twenty-sixth day of January, Eighteen  
Hundred and Eighty-five years.

(Signed) WILLIAM M'ONIE,  
*Lord Provost, Chairman.*

( „ ) J. LANG,  
*Clerk.*

L. S.

RULES FOR THE OBSERVANCE OF NURSES  
REGARDING POISONS.

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1. The Nurse on duty is responsible for the safe custody of the key of the Poison-press. When she goes off duty, she must deliver it to the Nurse who relieves her.

2. All Medicines issued in blue ribbed bottles labelled "POISON," must be placed in the Poison-press as soon as brought from the dispensary, and kept there; also all re-agents, such as Nitric Acid, &c., used by the Physicians for testing urine, &c.

3. No Nurse in charge of the key of the Poison-press shall at any time give the key for any purpose to a patient, or entrust any Medicine contained therein to one patient for administration to another.

4. No Medicine whatever, prescribed and made up for one patient, shall be administered to another, and when a Medicine has been stopped, the contents of the vial shall be poured out, and the vial washed and returned to the Dispenser.

5. No Nurse shall take any part whatever in the dispensing of the Medicines. Her sole duty is to put her basket and prescriptions before the Dispenser, and remove the Medicine when made up.

N.B.—The foregoing are a few plain Rules, the observance of which will prevent the occurrence of accidents, in so far as Rules can. No Rules will do away with the necessity for the exercise of constant caution and common sense in the administration of Medicines.

The slightest infringement of these Rules will be punished by Fine or Dismission, according to the nature of the case.

BY ORDER,

JAMES W. ALLAN,  
*Superintendent and Physician.*

CITY OF GLASGOW FEVER HOSPITAL,  
BELVIDERE, *1st December, 1880.*