

Charter and by-laws of the Garfield Memorial Hospital, D.C., and rules adopted by the directors.

Contributors

Garfield Memorial Hospital (Washington, D.C.)
Royal College of Surgeons of England

Publication/Creation

Washington, D.C. : Press of Thomas McGill, 1884.

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CHARTER AND BY-LAWS

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OF THE

GARFIELD

Memorial Hospital,

D. C.,

AND

RULES ADOPTED BY THE DIRECTORS.

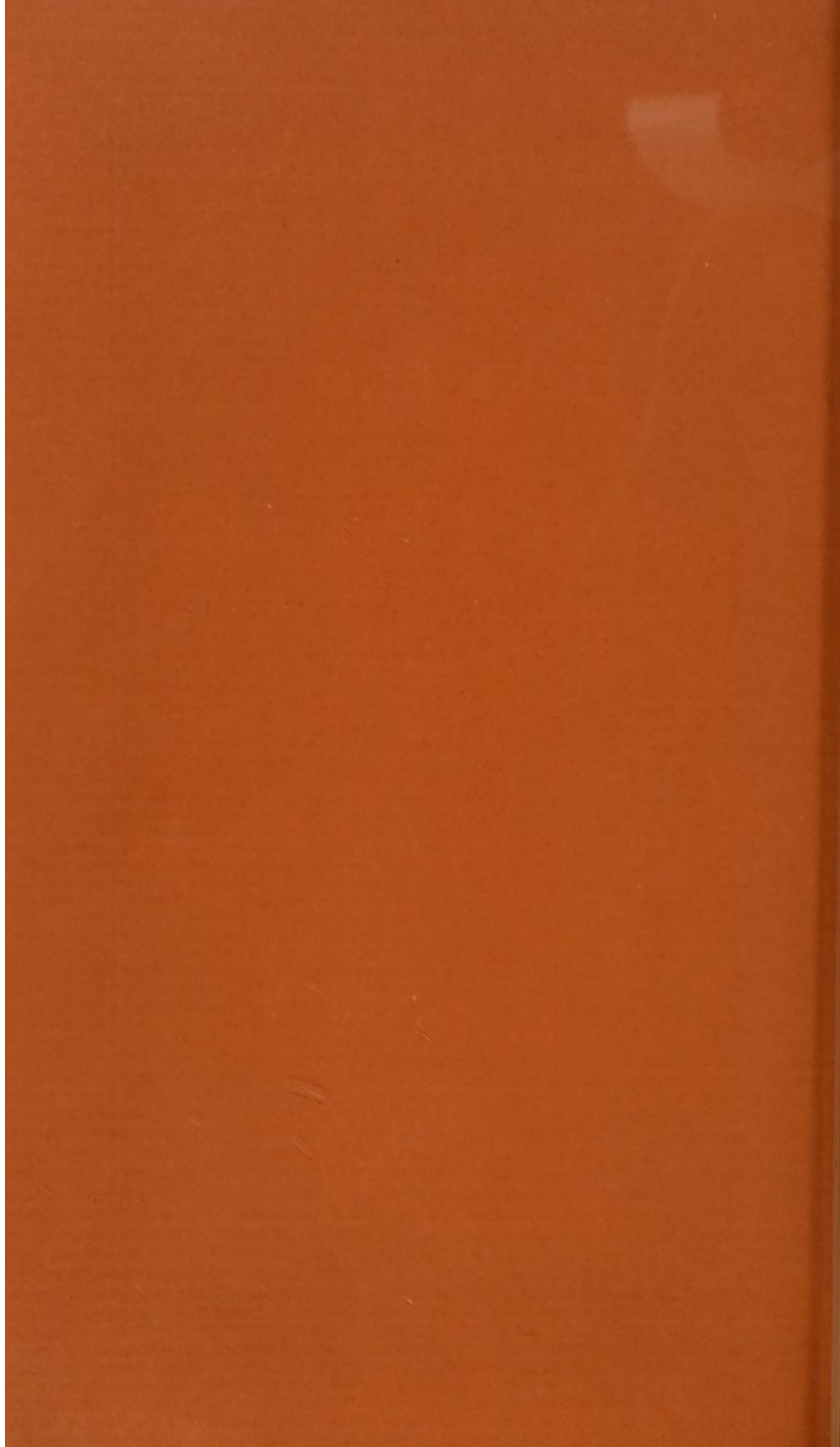
Revised, 1884



WASHINGTON, D. C. :

Press of Thomas McGill & Co., 1107 E Street Northwest.

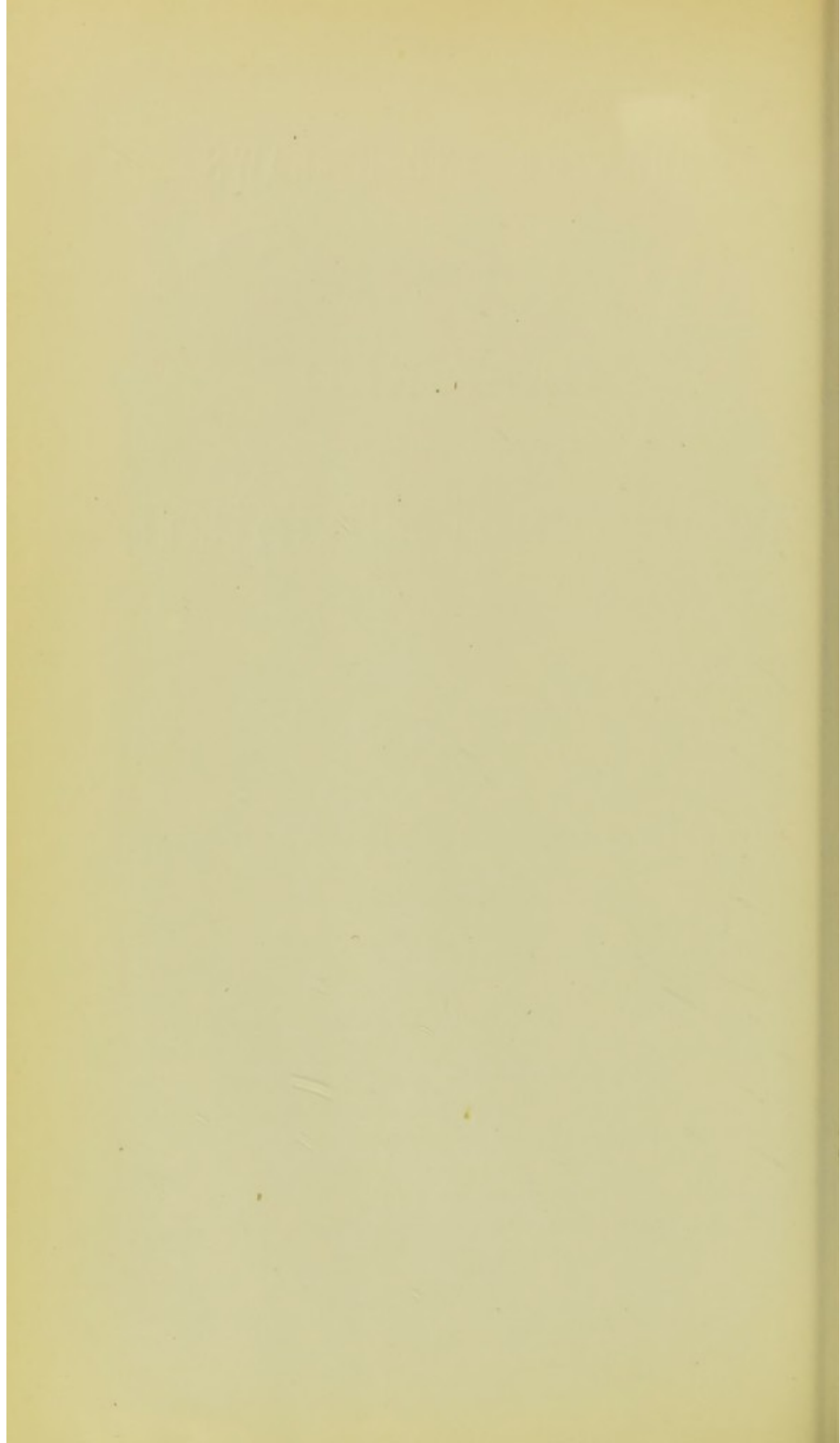
1884.



CHARTER AND BY-LAWS
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AMENDED CHARTER.

We, the Incorporators of the "Garfield Memorial Hospital," a body politic and corporate, created by certificate dated May 18, A. D. 1882, and recorded among the land records of the District of Columbia in Liber "Acts of Incorporation," No. 3, folio 251, *et seq.*, do hereby certify :

First. That at a meeting of said Incorporators held on the 17th day of May, A. D. 1884, a resolution was adopted, and recorded in their minutes, whereby said corporation accepted and availed itself of the provisions of the act of Congress entitled "An act to amend the Revised Statutes of the United States relating to the District of Columbia, and for other purposes," approved April 23, A. D. 1884, and authorized this certificate to be executed.

Second. That the said corporation does hereby avail itself of the provisions of the said act.

Third. That under said resolution, and by virtue of this certificate, the said corporation shall continue to be known in law as the "Garfield Memorial Hospital."

Fourth. That the said corporation did by its said resolution, and does hereby, become organized for the term of one thousand years from May 17, A. D. 1884.

Fifth. That the particular business and objects of the said corporation are to establish and maintain a general hospital, to be located in the District of Columbia, for the gratuitous medical and surgical treatment of all persons, without distinction of race, sex, or creed ; *Provided, however,* That such persons as may be able and willing to defray the expenses of treatment therein may be admitted, upon such terms as may be prescribed by the By-Laws of the Corporation.

Sixth. That the number of Directors of the said Corporation for the year ending May 17, A. D. 1885, are fifteen.

Witness our hands and seals and the corporate seal of said Garfield Memorial Hospital this 17th day of May, A. D. 1884.

SAM. F. MILLER, *President.*

BENJAMIN G. LOVEJOY, *Secretary.*

[CORPORATE SEAL.]

SAM. F. MILLER.	[SEAL.]	ELIZA W. BLAIR.	[SEAL.]
WM. WINDOM.	[SEAL.]	JEAN M. LANDER.	[SEAL.]
JAS. GILFILLAN.	[SEAL.]	FANNIE RICKETTS.	[SEAL.]
J. B. EDMONDS.	[SEAL.]	LEWIS J. DAVIS.	[SEAL.]
REGINALD FENDALL.	[SEAL.]	SAMUEL C. BUSEY.	[SEAL.]
MIRANDA TULLOCK.	[SEAL.]	JOHN S. BILLINGS.	[SEAL.]
CORNELIA W. FERRIS.	[SEAL.]	A. Y. P. GARNETT.	[SEAL.]
JOHN A. BAKER.	[SEAL.]	H. A. WILLARD.	[SEAL.]
BENJAMIN G. LOVEJOY.	[SEAL.]	SMITH TOWNSHEND.	[SEAL.]
J. W. THOMPSON.	[SEAL.]	J. FORD THOMPSON.	[SEAL.]
MARY E. BLAIR.	[SEAL.]	CARRIE S. HARRISON.	[SEAL.]
MATILDA W. EMORY.	[SEAL.]	JOSIAH DENT.	[SEAL.]
D. G. SWAIM.	[SEAL.]	JAMES G. BLAINE.	[SEAL.]
WM. G. PALMER.	[SEAL.]	E. FRANCIS RIGGS.	[SEAL.]
STELLA B. CONGER.	[SEAL.]	J. K. MCCAMMON.	[SEAL.]
A. S. SOLOMONS.	[SEAL.]	ALEX. G. BELL.	[SEAL.]
J. ORMOND WILSON.	[SEAL.]	JAMES H. SAVILLE.	[SEAL.]
W. A. LEONARD.	[SEAL.]	W. G. METZEROTT.	[SEAL.]

Signed and sealed in the presence of—

JOHN D. COUGHLAN,
Notary Public, D. C.

UNITED STATES OF AMERICA, }
District of Columbia, } ss.

I, John D. Coughlan, a notary public in and for the District of Columbia, do hereby certify that Samuel F. Miller,

Eliza N. Blair, William Windom, Jean M. Lahder, James Gilfillan, Fannie Ricketts, James B. Edmonds, Lewis J. Davis, Reginald Fendall, Samuel C. Busey, Miranda Tullock, John S. Billings, Cornelia W. Ferris, Alexander Y. P. Garnett, John A. Baker, Harry A. Willard, Benjamin G. Lovejoy, Smith Townshend, John W. Thompson, J. Ford Thompson, Mary E. Blair, Carrie S. Harrison, Matilda W. Emory, Josiah Dent, D. G. Swaim, James G. Blaine, William G. Palmer, E. Francis Riggs, Stella B. Conger, Joseph K. McCammon, Adolphus S. Solomons, Alexander Graham Bell, J. Ormond Wilson, William A. Leonard, James H. Saville, and William G. Metzgerott, parties to the foregoing certificate of incorporation, dated the 17th day of May, A. D. 1884, personally appeared before me in the District aforesaid the said parties, being personally well known to me to be the persons who executed said certificate, and acknowledged the same to be their act and deed and the act and deed of the said "Garfield Memorial Hospital," for the purposes therein expressed.

Given under my hand and notarial seal this 17th day of June, A. D. 1884.

[NOTARIAL SEAL.]

JOHN D. COUGHLAN,
Notary Public, D. C.

10 A. M.

Received for record June 17, 1884, and recorded in Liber "Acts of Incorporation," No. 3, folio 437, *et seq.*, for the District of Columbia.

Examined by—

GEO. F. SCHAYER,
Dep. Recorder.

BY-LAWS.

I.

PATIENTS.

1. This Hospital will receive for gratuitous medical and surgical treatment all persons applying for the same, provided that those so applying shall be unable to pay their expenses, and are considered proper subjects for treatment by the Medical Staff of the Hospital.

2. Accomodation will be furnished for pay patients upon such terms as shall from time to time be determined on by the Board of Directors.

3. Any patient in this Hospital may be attended by any licensed physician whom he may select, provided that no compensation for such attendance shall be paid from the funds of the Hospital.

II.

COMPENSATION.

No officer or member of the Board of Incorporators, Board of Directors, or Medical Staff shall receive any compensation whatever from the Hospital for his or her services.

III.

INCORPORATORS.

Regular Meetings.

1. An annual meeting of the incorporators shall be held on the second Monday of January, 1885, and on the second Monday of January in each year thereafter.

2. Notice of the time and place of such meeting shall be sent by mail to every incorporator at least one week before said day.

Special Meetings.

3. Any five incorporators may call a special meeting for any purpose at any time, and all business done at such special meeting shall be valid.

4. Notice of every special meeting, containing a statement of the object of the meeting, shall be sent, as provided in section 2 of this By-Law.

Filling Vacancies Among Incorporators.

5. All vacancies occurring among the incorporators by death, resignation or otherwise, shall be filled by the remaining incorporators at an annual or special meeting.

Secretary.

6. The Secretary of the Board of Directors shall also be the Secretary at all meetings of the incorporators; shall keep a record of the proceedings of the incorporators, have the custody of the same and of all official papers of that body, issue notices of all meetings, notify directors of their election, and perform such other duties as the incorporators may direct.

Quorum of Incorporators.

7. Thirteen of the incorporators shall constitute a quorum.

Order of Business.

8. The order of business shall be as follows:

- (1.) Reading and approving minutes of the previous meeting.
- (2.) Filling vacancies in their own number.
- (3.) Election of directors.
- (4.) General business.
- (5.) Adjournment

Election of Directors.

9. The incorporators, at their regular meeting in January, 1885, shall elect a Board of Directors of fifteen persons, five of whom shall serve for one year, five for two years, and five for three years, and all until their successors are chosen ; and at every subsequent regular meeting in January shall elect five Directors, who shall serve for three years and until their successors are chosen.

Filling Vacancies Among Directors.

10. All vacancies occurring among the Directors by death, resignation, or otherwise, shall be filled by said Directors, and the persons so appointed shall hold office until the next election of Directors by the incorporators.

Elections by Ballot.

11. All elections by the incorporators shall be by ballot, and the person receiving a majority of the ballots cast shall be declared elected.

Place of Meeting.

12. All meetings of the incorporators shall be held at the Hospital Building, unless otherwise directed in the notices of the meeting.

IV.**DIRECTORS.**

1. Shall have the charge, control, management, and custody of the property, funds, and affairs of the corporation, and provide suitable buildings and appliances for the hospital, buy property, and make all other investments.

2. May, at a meeting called for the purpose, lease any property of the corporation, encumber the same by mortgage or deed of trust in the nature of a mortgage, and sell and convey the same absolutely.

Control of Seal.

3. Shall have the control of the corporate seal, and affix the same to such documents as may by necessary or proper.

Record of Proceedings.

4. Shall keep a record of all their proceedings, and lay the same before the incorporators at each of their annual meetings, together with a report on the affairs of the corporation.

Committees.

5. Shall create such standing committees and such special committees as they may from time to time find desirable.

Election of Officers.

6. Shall, at their regular meeting in January of each year, elect from their own number their officers, as follows: A President, a 1st Vice-President, a 2d Vice-President, and a Secretary.

7. Shall, at their regular meeting in January, 1885, elect a Treasurer, who shall not be one of the Directors, who shall serve during the pleasure of the Directors, and who shall give bond to this corporation in the penalty of twenty thousand dollars, with two sureties, to be approved by the Finance Committee, and conditioned for the due discharge of his duties.

8. Shall, whenever the office of Treasurer becomes vacant by death, resignation, or otherwise, elect a new Treasurer, who shall not be a Director ; shall serve during the pleasure of the Directors, and give bond as aforesaid.

Filling Vacancies.

9. Shall fill all vacancies occurring among its officers by death, resignation, or otherwise, and the officers so elected shall serve until the next regular election of officers by that board.

President.

10. The President shall preside at all meetings of the Board, and appoint all committees thereof, unless otherwise ordered.

Vice-Presidents.

11. The First Vice-President shall perform all the duties of the President during his absence or in case of his inability to act; and during the absence or in case of the inability to act of both President and the First Vice-President, the Second Vice-President shall perform the duties of President. One of the Vice-Presidents shall be a permanent resident of the District of Columbia.

Secretary.

12. The Secretary shall keep a record of the proceedings of the Board of Directors, have the custody of the same and of all official papers of the Board, issue notice of all meetings, furnish the chairman of committees information of their appointment and duties, and superintend all printing ordered by the Board. He shall also have charge of the seal of the corporation, and shall attest therewith and by his signature all contracts or other papers, when ordered so to do by a resolution of the Board, and shall perform such other duties as the Board may direct, and shall be *ex-officio* Secretary at all meetings of the incorporators.

Treasurer.

13. The Treasurer shall have charge of all moneys and securities belonging to the Hospital; he shall keep an account

of all his receipts and payments, furnish a report of the financial condition of the Hospital at each regular meeting of the Directors, and present his vouchers and accounts to the Finance Committee for examination and audit; pay out moneys only under the direction of the Finance Committee, and always take vouchers therefor in such form as said Committee may prescribe.

Committee on Ways and Means.

14. The Committee on Ways and Means shall consist of five Directors, to be appointed annually, who shall devise and carry into effect such matters as may appear most judicious for the procurement of funds by subscription and contributions, and to collect the same.

Committee on Finance.

15. The Finance Committee shall consist of three Directors, to be appointed annually, who shall have the general supervision of the fiscal affairs of the Institution, superintend all disbursements and investments of money in such manner as the Board may direct, and examine and audit the accounts of the Treasurer, and report at each regular meeting of the Board.

Failure of Election.

16. If for any reason there should be a failure to elect any of the officers named in section 6 of this By-Law, such election may be held at any subsequent regular meeting or at a special meeting called for that purpose. On failure to elect, the officers for the succeeding year shall continue to serve until the election of their successors.

Regular Meetings.

17. Regular meetings of the Board shall be held on the 3d Mondays of January, April, July, and October of each year.

Special Meetings.

18. Special meetings shall be called by the Secretary, whenever ordered to do so by the President or any five Directors, and such order shall state the object of the meeting, which shall be inserted in the notice thereof.

Annual Report.

19. A special meeting shall be held on the Tuesday after the first Monday of January in each year for the adoption of the report of the Board of Directors to the Board of Incorporators, which said report shall be in writing, and be prepared by the President or by a committee appointed by him for that purpose.

Quorum.

20. Eight Directors shall constitute a quorum, but a less number may adjourn from day to day, and notice of the adjournment shall be sent by mail to every Director.

Order of Business.

21. The following shall be the order of business at all meetings of the Board of Directors:

- (1.) Calling the roll.
- (2.) Reading and approving minutes of preceding meetings.
- (3.) Report of the President.
- (4.) Report of the Treasurer.
- (5.) Reports of standing committees.
- (6.) Reports of special committees.
- (7.) Unfinished business.
- (8.) New business.
- (9.) Adjournment.

Rules of Order.

22. The rules of order at all meetings of the Board of Directors shall be as follows:

(1.) The ayes and noes on any question shall be taken at the request of two members.

(2.) All motions shall be submitted in writing.

(3.) The question shall not be put on a motion unless the same be seconded; but all motions shall appear upon the minutes, with the mover's name, although not seconded.

(4.) When any member is about to speak, he shall, with due respect, address himself to the President, confining himself strictly to the point in debate.

(5.) No member shall speak more than twice in the same debate without leave of the Board.

(6.) When a question is under consideration no motion shall be received, unless to lay it upon the table, to postpone it to a certain time, to postpone it indefinitely, to commit it, to amend it, or to divide it; and motions for any of these purposes shall have precedence in the order herein named. The motions to lay upon the table and to adjourn shall be decided without debate. The motion to adjourn shall always be in order.

(7.) All reports shall be in writing, and shall be received, of course, and without motion for acceptance, unless recommitted by vote of the Board. All reports recommending or requiring any action or expression of opinion by the Board shall be accompanied by a resolution for the action of the Board thereon.

(8.) If the question under debate contains several distinct propositions, the same shall be divided at the request of any member, and a vote taken separately, except that a motion to strike out and insert shall be indivisible.

(9.) All questions of order shall be decided by the Chair without debate; but any member may, if seconded, appeal from such decision; and on such appeal no member shall speak more than once without express leave of the Board. It shall require a majority vote of the members present to overrule such decision.

(10.) Every member who shall be at the Board when any question is put shall, on a division, be counted, unless he be personally interested in the decision or excused by the Board.

(11.) All amendments shall be considered in the order in which they are moved. When a proposed amendment is under consideration, a motion to amend the same may be made ; no after amendment to such second amendment shall be in order. But when an amendment to an amendment is under consideration, a substitute to the whole matter may be received.

(12.) No proposition on a subject different from the one under consideration shall be received under color of a substitute.

V.

EXECUTIVE COMMITTEE.

1. The management of the Hospital shall be under the direction of an Executive Committee of five persons, members of the Board of Directors, to be elected by the Directors immediately after the adoption of these By-Laws, and thereafter at their regular meeting in January of each year.

2. It shall be the duty of the Executive Committee to manage the Hospital in accordance with the By-Laws, and with the direction of the Board of Directors, and within the limits of the appropriations made for that purpose by the Board.

3. They shall have full power to employ and discharge all paid employees of the Hospital, with the exception of the Resident Physician.

4. They shall superintend and direct all improvements and repairs ordered by the Board of Directors upon the property or buildings of the corporation ; and, in cases of emergency, shall themselves have power to order such repairs as may be necessary, at a cost not exceeding \$250.

5. They shall provide that Homœopathic treatment shall be furnished to those patients who desire it ; *provided* the

physician selected for such purpose shall render his services upon the same terms as the Medical Staff of the Hospital.

6. They shall keep a record of their proceedings, which shall be read to the Directors at their meetings.

7. They shall appoint from their number a Chairman and a Secretary.

8. They shall submit to the Directors at their stated meetings a written report containing estimates of proposed expenditure, and recommendations.

VI.

MEDICAL STAFF.

1. The Directors, at their regular meeting in January, 1885, shall elect a Medical Staff of six consulting physicians and four attending physicians, two of the consulting physicians to serve for one year, two for two years, and two for three years; and two of the attending physicians to serve for one year, and two for two years; and all of them to serve until their successors are chosen; and at every subsequent regular meeting in January shall elect two consulting physicians to serve for three years and until their successors are chosen, and two attending physicians to serve for two years and until their successors are chosen.

Organization.

2. The officers of the Medical Staff shall consist of a President and Secretary, to be elected on the first Monday in February of each year.

Duties.

3. The duties of the Medical Staff are to provide medical attendance for all patients in the Hospital, except those employing their own private physicians; to give the necessary directions for medicines, diet, &c.; to see that full records of cases are kept; to advise the Board of Directors from time

to time as to the needs of the Hospital and the best methods of management; to carry out the rules made by the Directors, and to submit a written report of their proceedings, together with a tabulated statement of diseases and injuries treated, to the Board of Directors, at their regular quarterly meetings, and at such other times as that Board may request.

VII.

RESIDENT PHYSICIAN.

Qualifications.

1. Shall be a graduate of medicine, and during his continuance in office shall not carry on the private practice of his profession or be engaged in any other business. He shall be elected by the Board of Directors to serve for two years.
2. Shall reside at the Hospital, be entitled to his board, lodging, and washing, and such pecuniary compensation as the Directors may from time to time determine.

VIII.

ENDOWMENTS.

1. Every contribution of ten thousand dollars shall entitle the contributor to confer a name upon a bed, which shall ever thereafter bear the name selected; and the contributor shall be entitled, from time to time, during his or her life, to designate the patients, one at a time, to occupy said bed.
2. Every contribution of ten thousand dollars by a State, City, Town, Church, Sunday-school, corporation, or association shall entitle the contributor to confer a name in perpetuity upon a bed, and from time to time, during the period of twenty-five years immediately following the receipt of the

contribution, to designate the patients, one at a time, to occupy said bed.

3. Every contribution of fifty thousand dollars by a State, City, Town, Church, Sunday-school, corporation, association, or individual shall entitle the contributor to confer a name in perpetuity upon a ward of eight beds, and from time to time, during the period of twenty-five years immediately following the receipt of such contribution, to designate the patients to occupy the beds therein, one patient at a time in each of said beds.

4. Every contribution of ten thousand dollars by will shall entitle the testator or testatrix in and by such will likewise to confer a name in perpetuity upon one bed; and every contribution of fifty thousand dollars to confer a name in perpetuity upon a ward of eight beds; and to nominate one person in whom shall be vested from time to time, during his or her life, after the receipt of such legacy, the right to designate the patients to occupy such bed or beds, as the case may be, one patient at a time in each bed.

5. All endowment funds shall be so invested as to yield an income, and only the income arising therefrom shall be used for the current expenses of the Hospital. Every name conferred upon a bed or ward shall be subject to the approval of the Board of Directors, and the name selected, as well as the name of the contributor, shall be engraved upon a tablet to be placed over the bed or door of the ward respectively.

IX.

ANNUAL RENTAL OF BEDS.

Every contribution of five hundred dollars by a State, City, Town, Church, Sunday-school, corporation, or association shall entitle the contributor from time to time, during the period of one year immediately following the receipt of the contribution, to designate the patients, one at a time, to occupy one bed.

X.**MEMORIAL BEDS.**

1. Every contribution of one thousand dollars by a State, City, Town, Church, Sunday-school, corporation, association, or individual shall entitle the contributor to confer a name in perpetuity upon one bed; and every contribution of ten thousand dollars to confer a name in perpetuity upon a ward of eight beds.

2. Every name conferred upon a bed or ward shall be subject to the approval of the Board of Directors, and the name selected, as well as the name of the contributor, shall be engraved upon a tablet to be placed over the bed or door of the ward respectively.

Rules for the Management of the Hospital, Adopted by the Board of Directors.

I.

LADY VISITORS.

1. The Ladies' Aid shall be requested to act as Lady Visitors.

Rules.

2. The Lady Visitors may adopt such rules and regulations for their government, not inconsistent with the Charter and By-Laws, as they may deem desirable.

Annual Report.

3. The Lady Visitors shall submit a written report to the Directors at their special meeting in January of each year.

II.

VISITING COMMITTEES.

At the regular meeting of the directors in January of each year the President shall appoint twelve Visiting Committees, of three members each, each of which said Committees shall serve for one month, and during their term of service shall meet at least once a week at the Hospital, and, in connection with the Visiting Committee of the Lady Visitors, make an inspection of the Hospital building and examine into its management and the condition and treatment of the patients, and shall enter in a book to be kept for that purpose, and common to all the Committees in succession, an account of their examinations and inspections, and shall submit a written report on such inspections and examinations to the Executive Committee at its regular meetings.

III.

MEDICAL STAFF.

1. The Medical Staff shall constitute the Board of Consulting Physicians and Surgeons of the Hospital; and no consultations shall be sought outside of this number, except a majority, at a regular or called meeting of the Staff, should so direct.

Duties.

2. Shall arrange among themselves so that one of their number shall visit the wards at stated times at least once a week; shall serve in consultation whenever requested to do so by any one of the Attending Physicians and Surgeons, and shall at their visits register their names in a record kept for the purpose; shall, jointly with the Attending Physicians and Surgeons, arrange the diseases and injuries treated in the Hospital into classes, and make assignments of such classes to, and regulate the times of service of, the Attending Physicians and Surgeons.

Meetings and Quorum.

3. They shall meet at the Hospital building on the first Monday of each month, and at such other times as they may direct. A majority shall constitute a quorum, but a less number may adjourn from day to day.

4. The President shall preside at all meetings of the Staff, and, unless otherwise ordered by the meeting, shall appoint all committees.

5. The Secretary shall send all notices of the meetings of the Staff to the members at least two days previous to the time appointed for them, and shall keep minutes of such meetings, which minutes shall be open to the inspection of the Directors.

IV.

THE ATTENDING PHYSICIANS AND SURGEONS.

Duties.

1. The Attending Physicians and Surgeons shall give attendance at the Hospital regularly, at such periods as they may agree upon among themselves.

2. The Attending Physicians and Surgeons on duty shall, during their terms of service, visit their respective wards three times a week, and as often as may be necessary for the faithful performance of their duties, and at each visit enter their names in a register kept for that purpose; they shall prescribe for and direct the treatment of all patients under their charge respectively.

3. Except in cases of emergency, no capital operation shall be performed without a previous consultation, of which all the Consulting Physicians and Surgeons shall have due notice.

4. Whenever, in the judgment of one of the Attending Physicians, and the critical nature of a case shall demand it, it shall be his duty to call a consultation.

5. In case of disability of one of the Attending Physicians and Surgeons, he shall procure a colleague to act for him during such disability.

6. Each Attending Physician and Surgeon shall notify his successor of the time when his period of service will close, so that at his last visit he may give his successor the necessary information about the cases which he shall resign into his hands.

7. The Attending Physicians and Surgeons shall report to the Executive Committee, through the Medical Staff, all derelictions of duty which may come to his knowledge on the part of the Resident Physician, his assistants, the Housekeeper, Nurses, or Servants.

8. No autopsy shall be made except by direction of one

of the attending members of the Staff, and in no case without the consent of the relatives or friends of the deceased patient.

9. The Attending Physicians and Surgeons shall, when requested to do so by the Board of Directors, examine applicants for the situations of Resident Physician, the Assistant Resident Physicians and Resident Students.

10. Arrangements may be made, with the consent of the Executive Committee, for the admission of Students of Medicine to witness the practice and surgical operations in the Hospital and for the giving of clinical lectures.

11. The Attending Physicians and Surgeons, subject to the approval of the Executive Committee, shall appoint a substitute for the Resident Physician in case of temporary inability to attend to his duties.

RESIDENT PHYSICIAN.

Duties.

1. The Resident Physician shall be under the direction of the Attending Physician and Surgeons, so far as the medical treatment of patients and the management of the wards is concerned, and see that their instructions are carried out; shall be present at all of their visits, and shall himself visit the several wards of the Hospital at least twice a day. He shall report to them all new cases admitted in their absence, and regulate the practice according to their directions. Shall have general superintendence of the nurses, and promptly report to the Attending Physicians and Surgeons all instances of neglect of duty.

2. Shall keep a record of all patients admitted, giving name, age, disease or accident, nativity, color, occupation, whether married or single, widower or widow, and also write legibly the diagnosis of each case on the admission-card suspended over the bed as soon after admission as possible.

3. Shall suffer no record to be taken from the premises except by permission of the Executive Committee, and no

extracts to be made except with the approval of the member of the Attending Physicians and Surgeons by whom the cases have been treated.

4. Shall perform no surgical operation except such as designated by one of the Attending Physicians and Surgeons on duty, and in all cases needing immediate attention shall without delay notify the proper member of the Staff.

5. Shall make post-mortem examinations whenever requested by the attending members of the Staff, and furnish the Health Officer of the District of Columbia with the proper certificate of death.

6. Shall fill up all certificates of admission for the attending members of the Staff to sign, and immediately on admission of the patient place the name and date of the admission at the head of the bed in a frame provided for the purpose. When the patient shall be discharged he shall present this paper to the attending member of the Staff for signature.

7. Shall receive the applications for admission to the Hospital, and shall admit such persons as in his opinion are proper cases for treatment therein, subject to the approval of the Attending Physician or Surgeon on duty at the time.

8. Shall see that all patients receive proper attention on their admission and during their stay in the Hospital, and give all necessary directions for their care and comfort for the time being; and shall immediately upon every such admission report the same to the Physician or Surgeon in attendance, or, if he cannot be found, to some other member of the Medical Staff.

9. Shall direct what disposition shall be made of each patient on admission, subject to the approval of the Physician or Surgeon in attendance, and make no change or transfer of any patient to another ward or bed unless by direction of the Physician or Surgeon in attendance.

10. Shall not be absent from his post for any considerable length of time without permission of the Attending Physician

or Surgeon on duty at the time, and during his absence one of the assistants designated by him shall perform his duties.

11. He shall collect all dues from pay patients; shall pay all salaries and wages, and keep a pay-roll containing the names of the persons entitled to such compensation, with the amounts paid to them respectively; shall submit a report of receipts and expenses, together with an account, vouchers, and pay-roll, to the Executive Committee, at their regular monthly meetings, and at such times as that Committee may desire; shall pay over all moneys received for pay patients to the Treasurer of the Board of Directors, and shall perform such other duties as the Executive committee may require.

12. He shall keep the instruments in order and be accountable therefor; preserve an inventory of them, and deliver the same with the instruments to his successor.

13. He shall reside at the Hospital, be entitled to his board, lodging, and washing, and such pecuniary compensation as the Directors may from time to time determine.

VI.

ASSISTANTS TO THE RESIDENT PHYSICIAN.

1. There may be elected by the Directors at their Regular Meetings in January and July of each year one or more regular Students of Medicine as assistants to the Resident Physician, who shall hold their offices for six months, or until their successors are chosen. They shall not receive any fees or compensation for their services. *Ad interim* vacancies in the office of assistants may be temporarily filled by the Medical Staff.

2. They shall perform such duties in the wards of the Hospital or in the preparation and dispensing of medicines, under the supervision of the Resident Physician, as the Attending Physicians and Surgeons may direct.

VII.

P A T I E N T S .

Rules for Admission and Discharge.

1. Applications for admission of patients shall be made to the Resident Physician at the Hospital. The member of the Staff on duty shall examine such patients as apply for admission. In his absence, the Resident Physician may, upon personal inspection, temporarily receive patients, who shall be subsequently examined by the attending member of the Staff before being admitted. The admission to be by printed certificate containing the name, age, sex, place of nativity, occupation, disease or accident, stating whether married or single, widower or widow—all of which shall be filled up by the Resident Physician.

2. No one having an incurable, infectious, or contagious disease shall be admitted; except that, in certain instances, incurable cases, needing the particular benefits of the Hospital for a limited period, may be received and continuance extended from month to month at the discretion of the Executive Committee, when such reception or continuance shall be recommended by the attending Staff.

3. Surgical cases requiring immediate treatment shall be admitted at all hours, subject to such rules as the Board of Directors shall from time to time enact.

4. Patients shall conduct themselves with decorum towards each other, the officers of the Hospital, the nurses and servants, and shall not be allowed the use of tobacco in the wards. No liquors, provisions, or medicines shall be furnished directly to the patients by visitors, and they shall be allowed the use of no diet other than that ordered by the attending member of the Staff, and shall not leave the Hospital without permission. Charity patients shall, when able to do so, if called upon by the Resident Physician, assist in nursing the patients, or in other light duties about the house.

5. Patients shall be discharged by the Resident Physician only on the direction of the Attending Physician or Surgeon under whose treatment they are, or by order of the Executive Committee.

6. The body of any person dying at the Hospital shall not be delivered without a written receipt from the person taking the same.

VIII.

HOUSEKEEPER.

1. The Executive Committee may appoint a Housekeeper, who shall, under the direction of the Resident Physician, have the general supervision of the nurses and servants, and shall report to him all instances of inattention and neglect of duty; shall be responsible for the neatness and cleanliness of every part of the establishment; shall superintend and daily visit the kitchens, store-rooms, dining-rooms, and laundry, and aid in seeing that those several places are kept in order, that all food is properly and economically prepared and served, both for the patients' and family tables, and that there is no unnecessary waste of provisions or utensils in any part of the house. She shall frequently visit the wards and servants' sleeping apartments, and see that the house is kept thoroughly swept and clean. It shall be her special duty to take charge of and look after the bedding, table linen, towels, and other household articles, and see that they are properly used and taken care of. She shall perform such other duties as may be required by the Executive Committee.

2. She shall reside at the Hospital, be entitled to her board, lodging, and washing, and such pecuniary compensation as the Board of Directors may from time to time determine.

3. She shall not absent herself from the Hospital Building without permission of the Resident Physician.

IX.

NURSES.

1. They shall promptly and carefully carry out all the orders that may be given them by the Attending Physicians and Sur-

geons and the Resident Physician, for the treatment, diet, and care of the patients placed in their charge, and report at once every instance of failure or inability from any cause to fulfill such orders, and shall give or allow to be given to patients only such articles of food or drink as may be permitted by the Attending Physician or Surgeon on duty at the time, or the Resident Physician.

2. They shall each keep a ward-book, containing all Hospital property, furniture, bedding, and other articles in their wards, and shall be responsible for their being properly used and taken care of.

3. They shall see that all clothing and other property belonging to the patients under their charge is properly taken care of on their admission and is placed in charge of the House-keeper for safe-keeping.

4. No nurse shall be absent from the Hospital without permission of the Resident Physician.

5. The night-nurses must be in their wards at eight o'clock every evening and remain on duty until five o'clock the next morning, and must leave the ward in good order for the day-nurses to begin their duties at that hour.

6. The nurses shall receive their board, lodging, and washing, and such pecuniary compensation as the Board of Directors may from time to time determine.

7. In the selection of nurses preference shall be given to students and graduates of the Training Schools for Nurses.

X.

A Pathological Museum shall be established, of which the Resident Physician shall, until otherwise ordered, be the Curator.

XI.

VISITORS.

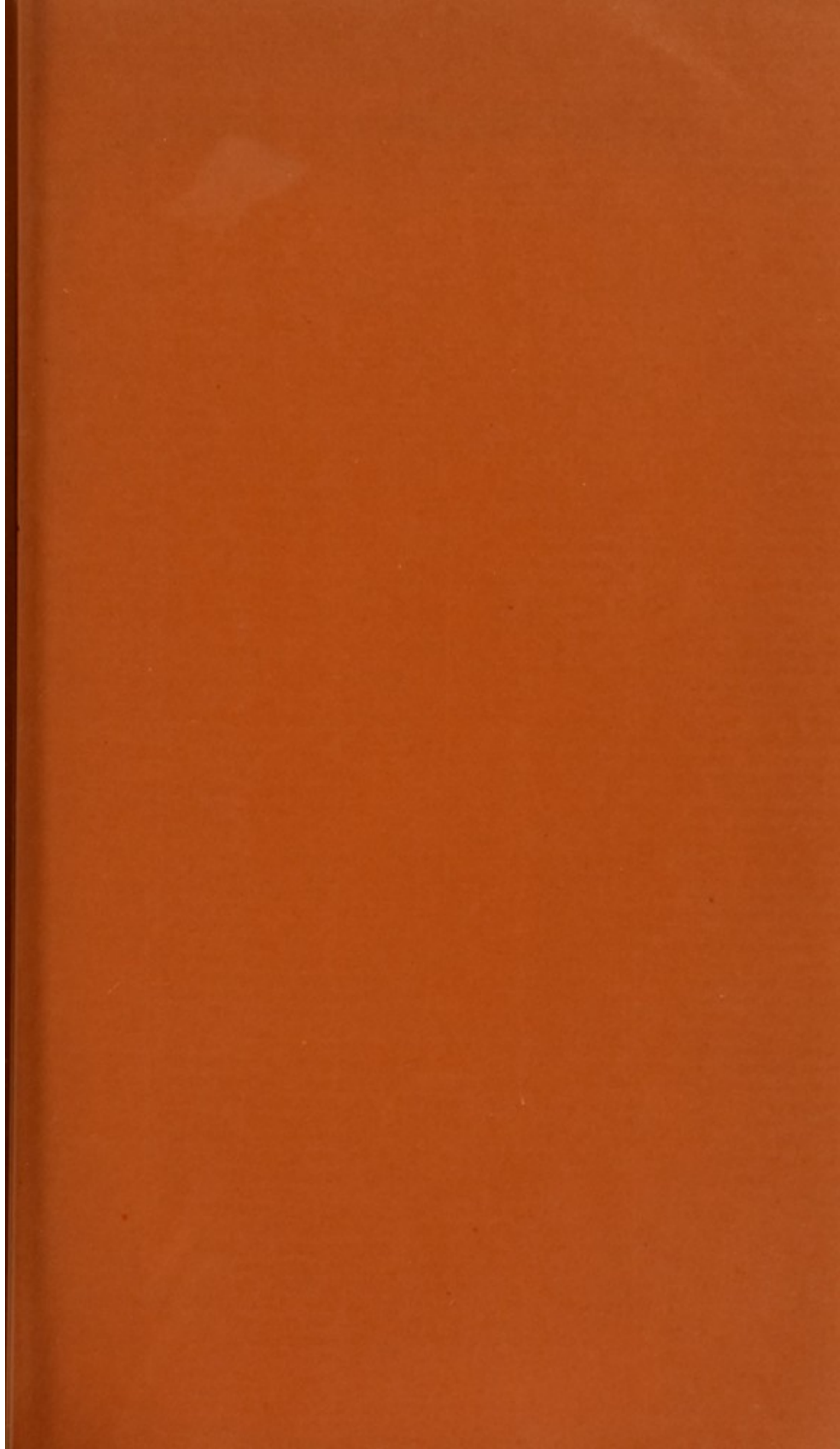
1. No person except a corporator, director, officer, or employee of the Hospital shall visit any part of the premises, except on

business or at the times fixed for visitors, without the permission of the Resident Physician or one of the Directors.

2. On Sunday, Tuesday, Thursday, and Saturday, from one to three o'clock P. M., relatives and friends may be permitted to visit patients. In all cases, however, the Resident Physician may exercise discretionary power as to excluding or admitting visitors.

3. No visitor shall be allowed to give any article of food or drink to a patient, unless by permission of the Attending Physician or Surgeon under whose charge the patient is; and any article sent to the patient shall be left with the Housekeeper, to be delivered to the patient only on like permission.

4. All visitors shall register their names in a book to be kept for that purpose.



FORM OF DEVISE.

I give and devise to the "Garfield Memorial Hospital," in the District of Columbia,—

(here follows a description of the devise.)

(NOTE.—If the devise is of real estate it should be signed by the testator in the presence of three witnesses, and they should all sign in his presence and in the presence of each other.)
