

**Regulations of the Royal Infirmary of Aberdeen; as approved of at a general meeting of the managers, held ... 1838.**

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*James Miller  
Advocate*

REGULATIONS 3

OF THE

ROYAL INFIRMARY

OF *keep covers*

**ABERDEEN.**

AS APPROVED OF AT A GENERAL MEETING OF THE  
MANAGERS, HELD ON THE 1<sup>ST</sup> OCTOBER, 1838.

ABERDEEN:  
PRINTED BY D. CHALMERS & CO.  
25, ADELPHI COURT.

1838.

REVOLUTION

ROYAL INSTITUTE

MEMOIRS

OF THE  
ROYAL INSTITUTE OF GREAT BRITAIN

AND  
OF THE  
ROYAL SOCIETY OF LONDON

# REGULATIONS

OF THE

## ROYAL INFIRMARY

OF

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MANAGERS, HELD ON THE 1ST OCTOBER, 1838.

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REGULATIONS

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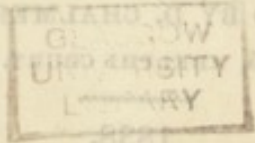
OF

ABERDEEN.

AS APPROVED OF AT A GENERAL MEETING OF THE  
MANAGERS HELD ON THE 14<sup>TH</sup> OCTOBER, 1838.

ABERDEEN:

PRINTED BY J. CHAMBERS & CO.



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## REGULATIONS

By the Charter of the Infirmary, the following are appointed Managers, viz. :—  
The Provost, four Baillies, Dean of Guild, and Treasurer, the Provost of the preceding year, the Town Clerk, and the Convener of the Trades for the City of Aberdeen, all for the time ; the Professor of Medicine in the Marischal College of Aberdeen ; the Moderator of the Synod of Aberdeen for the time ; and also every person who shall contribute and pay in the sum of £50 sterling or more ; or who shall have subscribed, and shall continue to pay, £5 sterling or upwards yearly, for the use of the said Hospital ; or who shall be nominated and appointed by Presbyteries or other bodies, politic or corporate, contributing for the use of the said Infirmary, in one payment, not less than the sum of £100 sterling. In addition to those before mentioned, Fourteen Managers are directed to be elected annually, at the general meeting on the first Monday of December ; six of whom, at least, shall be chosen and taken from the following professions and societies within the city, viz. :—One of the Ministers of Aberdeen, of the Established Church ; one of the Managers of the Monies collected for pious uses at St. Paul's Chapel in the City of Aberdeen ; two of the Physicians residing in Aberdeen ; one of the Society of Shipmasters there ; and one of the present or preceding Deacons of any of the Incorporate Trades within the said city ; and that Four, at least, of the said Fourteen Managers shall, at every annual election, be changed and removed.

II.—Of these Sixteen Members, two shall be Magistrates of Aberdeen, for the time being—two Clergymen—two Advocates—and two Physicians—provided that such members of these professions be in the management, and willing to accept of the appointment.

III.—If any vacancy should occur in the Committee during the year, the Members of the Committee shall be empow-

By the Charter of the University, the following are appointed Managers, viz:—  
The President, four Fellows, Dean of College, and Treasurer, the Provost of the  
University, the Town Clerk, and the Comptroller of the Treasuries for the City  
of Aberdeen, all for the time; the Professor of Medicine in the Anatomical Col-  
lege in Aberdeen; the Moderator of the Synod of Aberdeen for the time; and  
also every person who shall contribute and pay in the sum of £50 sterling or  
more; or who shall have contributed, and shall continue to pay, £25 sterling or up-  
wards yearly, for the use of the said Hospital; or who shall be nominated and ap-  
pointed by the Trustees or other bodies, public or corporate, contributing for the  
redemption of the said Hospital, or who shall be nominated to be elected  
annually, at the general meeting of the University, six of whom,  
at least, shall be chosen and taken from the following professions and societies  
within the city, viz:—One of the Ministers of Aberdeen, of the Established  
Church; one of the Members of the House of Burgesses for the city; one of the  
Faculty of Physicians in the City of Aberdeen; two of the Physicians residing in Aber-  
deen; one of the Society of Shipmasters there; and one of the present or pro-  
ceeding Deacons of any of the Incorporated Trades within the said city; and that  
they, at least, of the said Fourteen Managers shall, at every annual election, be  
changed and re-elected.

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## REGULATIONS, &c.

### I. MANAGERS.

I.—THE management of the ordinary affairs of the House shall be entrusted to a Committee of the Managers, consisting of the President of the Court of Managers for the time being, along with Sixteen other Members, to be chosen annually, by signed lists, at the Quarterly Court in December. Their powers to commence immediately after election, and from thence to continue until the Quarterly Court of Managers, in December following. If any Member, so chosen, happen to be absent, the Clerk shall immediately intimate to him his election; and if any of those elected do not declare his acceptance of the appointment, to the Clerk, within eight days, the Manager having the next greatest number of votes shall be taken in his place, and so on, till the Committee be made up.

II.—Of these Sixteen Members, two shall be Magistrates of Aberdeen, for the time being—two Clergymen—two Advocates—and two Physicians or Surgeons; provided that such members of these professions be in the management, and willing to accept of the appointment.

III.—If any vacancy should occur in the Committee during the year, the Members of the Committee shall be empow-



ered to fill up the same from the respective classes of the Managers.

IV.—Not fewer than five shall be held to be a quorum, the President being always Convener, and, when present, Chairman; and the Chairman shall have both a deliberative and a casting vote, according to the provisions of the Charter.

V.—The Committee shall fix its own times of meeting; the meetings to be held at least monthly; and the Convener shall call an extra meeting whenever he sees occasion, or on a requisition from any two of the Committee, or from any other Committee, appointed by the Managers—notice of such extra meetings being circulated forty-eight hours before the time of meeting, unless in cases of importance demanding the immediate interposition of the Committee.

VI.—The Minutes of the Proceedings of every Meeting both of the Managers at large, and of all Committees, shall be distinctly entered, in substance, and including at length all motions which have been made or adopted, in a Minute Book, to be kept for the purpose, and read by the Clerk to the Meeting, as soon as the business is finished; and shall thereafter be extended, without any alteration in substance, with a List of the Managers present, in the Sederunt Book, and signed by the Chairman, and shall be read at the commencement of next Meeting.

VII.—The Committee shall be empowered, in all questions of a professional nature, to call in the aid of such of the Managers as may be best qualified to afford them information.

VIII.—The Committee shall resolve itself into four Sub-Committees, which shall, in rotation, meet weekly, or oftener if necessary, at the Infirmary, for three months each.

IX.—Two shall be the quorum of each Sub-Committee;

and they shall report regularly to each Meeting of the Committee all business which they may have transacted since the preceding Meeting.

X.—The following duties shall be devolved on these Sub-Committees :—

1. To examine and warrant Accounts.
2. To examine the Housekeeper's Account for her Weekly Expenses.
3. To examine the Physicians' Reports.
4. To inspect the several Wards of the Infirmary, and to inquire into the treatment of the Patients in the Institution, both in regard to the medicines and accommodations of every kind. In particular, they shall take cognizance of the weekly consumpt of every article of provision that has been used in the House, according to the Report of the Housekeeper ; they shall compare this with the number of patients and servants in the House, and take care, as far as they can, that the strictest economy be observed ; for which purpose, it will be very proper that they give an occasional call at the House, during the time of the distribution of victuals to the patients and servants. They shall also put questions to the following purport, to the Housekeeper, *by herself* :—Whether the Nurses, Servants, and Patients, are punctual, attentive, and obedient, in regard to the Physicians' directions ?—whether she knows that any of the Nurses or Servants receive any gratuities or perquisites from the patients, or their friends, or employ any of them in working for their behoof, or influence them to give or promise them any gratuity on leaving the House ?—whether any of them are quarrelsome, or given to swearing, or abusive language ?—whether any of them have committed any other offence against the Rules of the House ? They shall then question the Nurses and Servants, in a similar manner, *each apart by herself*. And in the course of visiting the several wards (in which they are not to be accompanied by any person belonging to the Establishment,

unless by their own desire,) they shall interrogate the Patients whether they have any complaints against any of the persons appointed to attend them in the House?—whether they are duly attended, and get regularly what is ordered for them, both diet and medicines?—whether any of their fellow-patients are troublesome in any respect?

5. To inspect the state of the Shop, and the Medicines procured for it, or prepared in it; and to suggest to the Apothecary whatever may occur, particularly in regard to economy.

6. To direct the modes of procuring and using the provisions, and to examine their quality, when procured, and their state when prepared for the use of the patients.

7. To inquire into the general conduct of all persons employed in the Institution, and to settle any disputes which may arise among the servants.

8. To examine, and insert in their minutes, the balances of the Treasurer's Accounts, at the end of each month.

9. To receive plans and tenders for any proposed buildings, or alterations in those already built.

10. To give directions for, and superintend the execution of, the plans agreed on by the general Courts.

XI.—Besides receiving the Reports of the Sub-Committees, and discussing their proceedings, it shall be part of the duty of the Committee to suggest plans of improvement in every department of the management of the Institution; to report to each Quarterly Court the business transacted during the preceding quarter; to prepare the routine business of the Quarterly Courts; and to draw up an Annual Report of the state of the Institution, to be printed, for the satisfaction of the public.

XII.—Each Sub-Committee shall appoint its own Chairman, who shall be Convener, and shall call them together when he sees occasion, or on the requisition of any member,

at twenty-four hours' notice, unless in cases demanding immediate attention ; and the Chairman shall have both a deliberative and a casting vote, as provided by the Charter.

XIII.—Notwithstanding that all these duties and powers are vested in the Committee, and to be discharged by them, it is hereby declared, in terms of the Charter, “that the Committee, in their acts and deeds, are subject to the revision and controul of the General Courts of the President and Managers;” and that the following matters must still, as formerly, remain with, and be determined by, such General Courts, viz. :—The enactment of bye-laws—the election and dismissal of Medical Officers, House Surgeon, Apothecary, Treasurer, Clerk, and Matron of the Infirmary—the borrowing and lending of money affecting the funds of the House—the buying, selling, or letting of land or houses, on its account—and the ordering additional buildings, or important alterations on those already built.

XIV.—At the Quarterly Court, in December, a Committee of Five shall be appointed (none of whom shall be members of the Committee of Management,) for the purpose of auditing and passing the Treasurer's Accounts.

XV.—The Committee shall, every six months, audit the Accounts, and sign a Minute, both in the Cash Book and in the Minute Book, expressive of their opinion as to their correctness.

XVI.—As early in the month of January as can conveniently be, a properly qualified Accountant shall inspect the whole Books and Accounts of the preceding year, and the Balance Sheet of the Hospital's Stock and Income, in order that a correct and verified statement of the revenue and expenditure of the House may be laid before the next General Court, and prepared for publication, along with the Annual Report.

## II. MEDICAL OFFICERS.

The Medical Establishment of the Hospital at present consists of Two Physicians, Two Surgeons, a House Surgeon and Apothecary, and also a Surgeon having charge of the Ophthalmic Wards.

I.—The Physicians and Surgeons shall each day, at twelve o'clock, visit all the Patients in the House, and shall visit the whole, or any part of the House, at such other times as they may judge proper. If any of them be obliged to be absent, he shall procure the attendance of one of his colleagues, or the House Surgeon, to officiate in his stead.

II.—The Medical Officers attending the out-Patients, shall, at the same hour (twelve in the forenoon,) see and prescribe for such Patients as present themselves; and shall receive into the House such as they consider proper objects for the Institution; and shall keep an accurate register of all out-Patients, with their diseases and treatment, and of Patients admitted.

III.—The Medical Officers shall keep regular Case Books of all the Patients treated in the Infirmary, which shall lie in the Admission Room, and be the property of the Institution; and they shall also keep a Register or Ward Book, containing the date of admission, name, age, occupation, &c. of such Patients, from which Ward Books the House Surgeon shall make up his general Register.

IV.—The Medical Officers shall deliver to the House-keeper an account of the Diet to be furnished to each Patient, that it maybe regularly provided.

V.—No Patient shall be allowed to remain longer in the House than six weeks after the time of his admission, unless the Medical Officers be of opinion that he is in the way of recovery.

VI.—The Medical Officers shall make up an Annual Report, embracing the diseases of all the Patients admitted into the Hospital, with the results, specifying particularly accidents and operations, and adding, in a tabular form, or otherwise, such additional circumstances as they may consider suitable for the Managers to lay before the public ; which Report shall be published early in March, along with that of the Treasurer.

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### III. OPHTHALMIC SURGEON.

I.—His attendance at the Hospital shall be confined solely to the two wards set apart for Ophthalmic Patients, and he shall have no interference with any other cases in the Hospital.

II.—He shall have the charge of all the Ophthalmic Patients in these two wards, except those cases which the Clinical Lecturers may select for the illustration of their lectures.

III.—He shall attend at the Hospital every Tuesday, Thursday, and Saturday, at one o'clock, after the regular admission of Patients by the other Medical Officers, for the purpose of admitting Ophthalmic Patients.

IV.—He shall be amenable to the same regulations as the other Medical Officers, particularly to Articles III., IV., V., and VI., in the preceding chapter.

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### IV. HOUSE SURGEON.

I.—He shall reside in the House, and must not be absent from it at any time without leave from the Committee or Medical Officers, and he shall not engage in medical practice,

or any other occupation which may interfere with the regular discharge of his duty.

II.—He shall, in the absence of the Medical Officers, exercise a general superintendence over the Students, as well as over the Nurses and Patients (not, however, interfering with the Housekeeper's department,) and shall report to the Medical Officers whatever he may observe of irregularity in the behaviour of any of them.

III.—He shall take charge of, and render prompt assistance to, all Patients brought into the Hospital, at times other than the regular hours of admission; and in cases of urgency he shall immediately send for the Physician or Surgeon of the day, as the case may require.

IV.—He shall have charge of all the Surgical Instruments and Apparatus belonging to the Hospital, an inventory of which shall be registered in a book, to be kept by him for that purpose; he shall be considered responsible for the whole, and the perfect order of each of them; and he shall see that every thing requisite for an operation be prepared and in readiness.

V.—He shall put up, in the Students' Room, an intimation of any operation to be performed, and also of any *post mortem* examination to be made, when time will allow the same to be done.

VI.—He shall visit the whole Wards every evening, between seven and nine o'clock; and if he considers any Patient requiring a visit from the Medical Attendant of the Ward, he shall send immediate notice to him.

VII.—He shall perform the minor operations, such as bleeding, cupping, &c.; and he shall not allow any Student,

with the exception of the Apothecary's Assistants, to perform any of them, unless by the express desire of one of the Medical Officers.

VIII.—He shall take charge of all the recommendations, and see that they are in accordance with the established regulations. He shall keep the general Register of Patients, collating the same from the Admission and Ward Books; and he shall lay the Register, so made up, along with an Abstract (containing in addition any particulars he may wish to bring under the notice of the Managers,) before the weekly Subcommittee, noting all operations, and by whom performed.

NOTE.—When any Lecturer, not attached to the Infirmary, or any other person, has an intimation to make to the Students, he shall first submit it to the House Surgeon, before it can be placed in the Students' Room.

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## V. APOTHECARY.

I.—The Stock of Medicines belonging to the House shall be under his charge, and all orders for a supply of drugs shall be given by him, with the sanction of the Medical Officers—care being taken that no unnecessary stock is kept or ordered, especially of such articles as are of a perishable nature.

II.—He shall have the whole charge of the Shop, and of the preparation of the Medicines prescribed by the Medical Officers for the Patients; and he must take care that the Nurses be furnished with proper directions and means for administering those ordered for the Patients under their care—that the out-Patients properly understand the directions given them by the Medical Officers, as to the way of using those ordered for them—and that the Shop, with all its implements and apparatus, be kept in a neat and cleanly manner.



III.—He shall be assisted in preparing, compounding, and dispensing the Medicines for the Patients, by four Students, appointed, as directed in chapter XI. article IV., from among those who have regularly attended the Infirmary at least one year, and also a Class of Materia Medica and Pharmacy; and they must continue in this office for six months from the date of their appointment. No other Students can be allowed to enter the Shop, unless specially ordered.

IV.—He shall have the charge of the Wines, Spirits, and Porter, belonging to the House, and shall keep a regular account of the quantity of these articles given out, to be laid before the acting Sub-Committee, at their weekly meetings.

V.—He shall, at the end of each year, make up an Inventory of the Stock of Medicines on hand, and their value, as a guide to the Treasurer in making out the annual accounts—the same statement to be also laid before the acting Sub-Committee of Management.

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## VI. ADMISSION OF PATIENTS.

I.—The persons entitled to recommend Patients to the Infirmary are, the Managers of the Hospital, the Clergy and Elders of the several Parishes, and the Clergy, Elders, and Managers of all the other Congregations who contribute annually for the support of the House, and those who individually subscribe for the same purpose.

II.—Every person recommending a Patient for admission shall become bound to remove the Patient when dismissed by the Medical Officer of the Ward.\*

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\* If the Managers find any Patient remaining chargeable on the House, after being dismissed by the Physicians, they will send him home at the expense of the recommender.

III.—Persons who have met with sudden accidents, requiring immediate surgical aid, shall be admitted into the Infirmary at any hour of the day or night; and any person who shall have been seized with sudden illness, or been injured from any cause, within the city or suburbs, who may be in or under the charge of the Police, or any of the Town Serjeants, and who shall be deemed by the Surgeon of Police, or medical person officiating for him, a fit patient to be admitted into the Infirmary—shall be received at any time of the night or day, on the certificate of the Surgeon of Police, or person officiating in that capacity for the time.

IV.—Patients affected with fever shall be admitted at any hour of the day, if properly recommended.

V.—All others desiring to be admitted, and properly recommended, must apply at twelve o'clock any day, except Sunday; but the Medical Officers may order their admission at any other time, if they see cause.

VI.—No person affected with an incurable disease or small-pox, shall be admitted a patient in the Infirmary.

VII.—No persons shall be admitted as In-Patients whose cases do not require residence in the House.

VIII.—When there is want of room in the Infirmary for all the Patients applying, the preference shall always be given, in cases of equal exigency, to such persons as live at the greatest distance from the Hospital; and the names of those who are thought proper objects, but cannot be immediately admitted, for want of room, shall be entered, that they may be received on the first vacancy.

## VII. IN-PATIENTS.

I.—The Patients shall confine themselves to the walks provided for them, within the airing-grounds of the Hospital, and shall not go farther, without leave from one of the Medical Officers of the Establishment.

II.—No Patients in the House shall sit up after nine o'clock at night, from the 1st of September to the 1st of April; nor after ten o'clock, from the 1st of April to the 1st of September; and every Patient, who is judged able by the Medical Officers, shall rise by seven in summer, and by eight in winter.

III.—No Male Patients shall go into the Women's Wards; nor shall any Female Patients enter the Men's Apartments; nor shall any Patient, male or female, be permitted to loiter in the passages, or any apartment other than his or her respective Ward.

IV.—No Patient shall play at Cards, Dice, or any other Game, or smoke Tobacco in the House.

V.—Such of the Patients as are able to work shall assist in the business of the House; the Women in serving with the Nurses and attending the Patients, in washing and dressing the linens, and in cleaning the Wards; and the Men in any easy work about the House—leave to employ them being first obtained from one of the Medical Officers. But the Women shall not be employed to knit stockings, spin, sew, or in any other sort of work, for the behoof of the Nurses, who, being paid from the funds of the House, have no right to any such advantage from the Patients.

VI.—The Patients shall, on all occasions, behave decently

and discreetly, and shall not be troublesome to one another, or to the servants or nurses.

VII.—All the Patients shall be in their Wards at the time when the Medical Officers visit the House, in the forenoon.

VIII.—All Patients shall be dismissed who are cured of their diseases—who, at their admission, falsified or concealed their complaints—who refuse the food or medicine prescribed—who use any medicines, food, or drink, not ordered by the Medical Officers—who disobey the Housekeeper's orders—who quarrel or make disturbance, or are guilty of any immorality—who detain their acquaintances longer than during the hour appointed in the Porter's regulations, without leave obtained; or who transgress any of the other rules of the House.

IX.—No Patient discharged for irregularity shall be admitted again into the Infirmary upon any recommendation, unless in the case of suffering from fever, or by a severe accident.

#### VIII. OUT-PATIENTS.

I.—No persons can be received as Out-Patients who reside within the boundaries of the Aberdeen General Dispensary.\*

II.—Out-Patients may attend at twelve o'clock any day, except Sunday. They are to furnish phials or gallipots for their medicines, at their own expense.

III.—They must return regularly on the days ordered by

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\* On the understanding that all parties who have the privilege of recommending Patients to the Infirmary, shall be entitled to recommend to the General Dispensary.

the Medical Officers; and if they shall twice neglect to do this without a sufficient reason, they shall be immediately discharged.

IV.—They must bring their letters of recommendation with them every time they attend at the Infirmary.

V.—They shall not loiter about the Infirmary gate, or streets adjacent; but go directly into the place appointed for them to wait in; and, as soon as their business is dispatched, they shall leave the premises, on pain of being discharged.

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#### IX. STUDENTS.

I.—The privilege of attending the Infirmary, to see the Medical and Surgical practice, shall be obtained by any Student paying £7 7s., for which he shall receive a ticket from the Treasurer, and be entitled to attend the Clinical Lectures on Medicine and Surgery.

No attending Student, under pain of expulsion, shall attempt any operation, unless bleeding, cupping, inserting a seton, or forming an issue, and these only by order of the Medical Officers, and in their presence, or in that of the House Surgeon; nor shall any of them put on or take off any dressing, unless in presence of one of the Medical Officers, or by his direction.

III.—The Students shall assemble in the apartment provided for them, and shall behave decently and quietly in the Hospital; they shall not loiter about the House, Passages, or Garden, while the Medical Officers are visiting the Patients; and, when the visit is over, they shall not stay any longer in or about the Infirmary, unless desired by the Medical Officers; nor shall they be admitted into the House at other

hours (except from 4 to 5, P.M., to examine the Case Books,) without the express order of one of the Medical Officers.

IV.—Students, who are desirous of being employed as Clerks or Dressers in the Infirmary, or as Assistants to the Apothecary, must present to the acting Sub-Committee an application to that effect, stating also the length of time they have studied medicine, and the period of their attendance at the Infirmary.

V.—No Student shall enter the Shop, except those employed by the Apothecary in preparing medicines.

VI.—Any Student not observing the above regulations, or behaving disrespectfully to the Managers, Medical Officers, Apothecary, House Surgeon, or Housekeeper, or insulting any person within the House, shall be immediately deprived of the privilege of attending the Hospital, by the Medical Officers, who shall report the circumstance to the Managers, at their first monthly meeting, when such Student shall be expelled from the Infirmary, if the Managers see cause so to do.

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#### X. CHAPLAIN.

The Gentleman appointed to act as Chaplain shall attend in the Hall or Chapel of the Hospital, every day, at some convenient hour, to read and pray with such of the Patients as are able to be present; and to those who are not in a situation to leave their apartments, he shall give the benefit of his prayers and exhortations in private, if they desire it.

N. B.—The Chaplain is appointed, in terms of a deed of mortification, by Mr ALEXANDER ROSS, yost., merchant in Aberdeen.

## XI. TREASURER.

I.—The Treasurer shall regularly, twice a year, viz. on the 1st of December and 1st of June, call on the Medical Officers for a List of all the Students who are attending the Infirmary at the time ; and such List shall be laid before the Managers at their next Quarterly Court.

II.—He shall receive and pay out the monies belonging to the Corporation ; but he shall pay no account, unless previously warranted by the signature of two Members of the acting Sub-Committee for the time, at their weekly meeting.

III.—He shall give in to the Weekly Meetings of the Sub-Committee a written account of any legacies or donations for the Infirmary, of which he has got notice, and of any other information he thinks necessary ; and he shall not at any time retain any sum above £30 in his hands ; but shall lodge it in the Bank as soon as it accumulates.

IV.—He shall enter in his Cash Books regularly, each day, an account of the money received or disbursed.

V.—He shall lay before the Sub-Committee, in the second week of each month, a copy of his Cash Account for the preceding month, with the vouchers, and a balance struck on it.

VI.—He shall lodge the Vouchers of the Funds of the Corporation in a Strong Box, with two different Locks and Keys ; one of the Keys to be kept by himself, and the other by a Manager, appointed by a General Meeting.

VII.—He shall lodge an Inventory of all the papers contained in the Strong Box, along with said papers ; and of this Inventory a copy shall be given to the Clerk : he shall not

give out any of these papers without a signed order from two of the Managers; and he shall take a receipt for them, when so given out, to be lodged in the Box till they be returned.

VIII.—All rights and securities of the Funds of the Corporation shall be taken in name of the Treasurer, and his successors in office, for the use of the Infirmary; with a clause in such securities, making an order of three of the Managers necessary for assigning, uplifting, and repaying the sum for which such security is granted, before such sums can be safely paid by the debtor, along with the bonds or obligations, and the discharges thereof, granted by the Treasurer, for making such discharges binding on the Corporation; but he shall not act on any such order, unless it be accompanied by an extract of a minute, made at a General Court of the Managers, by which they authorize the giving of the order.

IX.—In the month of January he shall make up a complete state of the accounts of the former year, and shall submit the same to the Committee of Auditors, which state, with a List of the Contributions, Donations, and Legacies, received during the year, the names of the Managers, and of the Officers of the Institution, along with the Medical Report, shall be published as early in March as possible—the same having been previously submitted to a General Meeting of the Managers.

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## XII. CLERK AND BOOK-KEEPER.

I.—He shall be in attendance on every Meeting of the Managers; shall keep exact minutes of the proceedings, which he shall read over as soon as the business of the Meeting is finished; and shall copy fairly into the books of the Infirmary, to be read at next Meeting, and signed by the Chairman.



II.—He shall regularly insert in the Minute Book all notices of Legacies, Donations, &c. as handed to him by the Treasurer, as well as all Accounts warranted by the Sub-Committee; and he shall transcribe into the same book the Monthly Accounts and balance presented by the Treasurer.

III.—He shall purchase, on the best terms he can, all necessary articles for the use of the House, except those provided by contract, or procured by the Housekeeper.

NOTE.—The offices of Treasurer, Clerk, and Book-Keeper, are filled at present by one individual.

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### XIII. THE HOUSEKEEPER.

I.—She must be unmarried, without a family, and able to keep accounts; she must live in the House, and must not absent herself, unless when employed about the business of the Institution, without leave obtained from the acting Sub-Committee; and she shall purchase, at the most convenient times, all smaller necessaries for the House, which are not provided by contract, an account of them being carefully kept by her, and laid before the Sub-Committee at their weekly Meetings.

II.—All the Nurses and Maid Servants are to be hired by her, and subject to her orders; but she shall not dismiss any of them between terms, without the authority of the Sub-Committee, and the sanction of the Medical Officers.

III.—She shall go round the Wards every day at ten o'clock forenoon, and again between six and nine o'clock in the evening, to examine their state, to observe that the bedding and furniture be kept clean, and to see that the patients

are all in their proper Wards; and if any of them be absent without leave, she shall lay an account of the same before the Medical Officers.

IV.—She shall weigh and measure all the provisions and necessaries that are brought into the House, and shall keep a daily account thereof, to be laid before the Acting Subcommittee; and shall not suffer any provisions to be carried out of the House.

V.—She shall take care that the Patients get their meals at the stated hours, according to the following Table:—

*Breakfast Hour*—Nine in the morning.

*Dinner Hour*—Two o'clock afternoon; on Sundays, at one.

*Supper Hour*—Eight in the evening.

At these stated times, the bell shall convene all the Patients who are able to quit their beds. Those of each Ward shall sit at a Mess Table, where every individual shall have his portion of victuals set before him.

#### DIET TABLE.

*The following are the Diets, which may be prescribed by the Medical Officers as they see fit.*

<i>Meals.</i>	<i>Ordinary Diet.</i>	<i>Spoon or Fever Diet.</i>	<i>Milk Diet.</i>
BREAKFAST.	A mutchkin and a half of Oatmeal Porridge; 3 gills of Milk or Table Beer.	Tea, 1 English pint or mutchkin. (16 oz.)	1 English pint or mutchkin of Milk. (16 oz.)
DINNER.	A chopin of Broth, made with 1 lb. of Meat, & 1 lb. of Barley to each 9 or 10 chopins of Water, with Vegetables, and $\frac{1}{2}$ lb. of Bread.	$\frac{1}{2}$ lb. of Bread, made into Panado or Pudding; or Sago or Rice	1 Pint of Milk (16 oz.) 1 lb. of Bread for the day; or Rice or Barley.
SUPPER.	Same as Breakfast; substituting Sowens, as may be thought proper.	Tea, 1 English pint. (16 oz.)	1 pint or mutchkin of Milk. (16 oz.)

Any deviation of Diet for particular Patients, such as tea or coffee for breakfast, or in the afternoon; boiled meat, beef steak, or rice and milk, for dinner; as well as the allowance of wine and porter, shall be regulated by the attending Medical Officer.

VI.—She shall take care that every variation of Diet, ordered by the Medical Officers, be furnished to the Patients.

VII.—She shall have the charge of the keys of all the doors within the House; and shall see that all the Nurses and Servants do their duty, and observe the rules of the House; and in case of misbehaviour on the part of any of them, or of the Patients, she shall inform the Acting Sub-Committee of it.

VIII.—She must see that particular care be taken to clean the Beds and Bed-furniture of Patients who die in the Infirmary.

IX.—She shall take care that the Nurses scour their respective Wards every Friday morning, or oftener, if necessary, by 7 o'clock in summer, and half-past 8 o'clock in winter; that they keep them constantly clean at other times, by sweeping; and that the practice of sprinkling sand upon the floors be totally abolished.

X.—At the end of the month of December yearly, she shall take an account of the whole provisions in the House, and also of the furniture and utensils; and shall call on the Acting Sub-Committee, together with the Clerk, to compare these inventories with the articles to which they refer, and get the Clerk's signature, attesting the exactness thereof.

## XIV. NURSES AND SERVANTS.

I.—All the Nurses and Servants must be free from the burden of children, and care of a family.

II.—The Nurses shall scour their respective Wards every Friday (and at such other times as may be considered necessary,) by 7 in the morning, in summer, and half-past 8 in winter; and shall keep them clean and neat at all times; and they shall not in any instance sprinkle sand on the floors of any of the apartments or passages.

III.—They shall be particularly attentive to carry into the Shop, all empty phials and gallipots, as soon as possible after the visit of the Medical Officers; that no dirt, tow, or rags, be suffered to remain in the Wards, or be thrown out of any window, or down the sinks or water closets, but that they shall be carried to the place appointed for them; and that none of the clothes of the Patients or others be hung out at any of the windows of the House.

IV.—They shall observe that no liquor or provisions of any kind be brought into the House, by any of the acquaintances of the Patients; and if they find that such has been the case, they shall inform the Medical Officers and Housekeeper thereof.

V.—They must be very diligent in complying with the orders of the Housekeeper, the Medical Officers, House Surgeon, and the Apothecary; and behave themselves with tenderness to the Patients.

VI.—They shall take care that all persons who may be permitted to call on the Patients in their Wards, quit the House at the expiration of the time granted for their visit.

VII.—When any Patient dies in the House, they shall immediately deliver up all his effects to the Housekeeper.

VIII.—No person employed in the Infirmary, if once removed for misconduct, shall be again taken into the service of the House.

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#### XV. HOUSE PORTER.

I.—He shall reside in the House, and shall have charge of the Brew House, with its utensils, and make the Beer for the Institution once every week. He shall assist the Housekeeper in weighing out the meat daily, and he shall light the Gas at the proper hours, and extinguish it every night at 10 o'clock.

II.—He shall keep a correct account of the Coals, when delivered at the Hospital, which he will hand to the Treasurer. He shall see the Coals properly trimmed in the Cellars, and give out the daily supplies for the Wards and other Apartments, and carry the necessary quantities to the Kitchen and Wash House.

III.—He shall attend to the furnaces of the Heating Apparatus, and be particularly attentive that a supply of Hot Water be ready at all times for the Baths.

IV.—He shall attend the Apothecary in cleaning the utensils in the Shop, sweep it and the Class Rooms daily; and he shall attend to the orders and messages of the Medical Officers, House Surgeon, Apothecary, Treasurer, and Housekeeper.

V.—He shall see that the roof of the Building is kept clear of snow, and he shall report immediately to the Treasurer

when he observes any of the Gas or Water Pipes, or any of the Furniture, or any part of the fabric of the Hospital in want of repair.

VI.—He shall relieve the Gate Porter on Sundays, while he is at Church, and at other times, when occasion requires.

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#### XVI. GATE-PORTER.

I.—He must be unmarried, and shall be constantly in attendance at the Gate, and observe the following Rules:—

1.—Persons who are recommended as Patients, shall be admitted into the Infirmary from twelve to one o'clock every day, except Sunday.

2.—Any Person properly recommended as a Patient, may be admitted at any hour of the day, who comes from a distance in the country, or who labours under a fever; and those who have met with severe accidents may be admitted at any hour.

3.—No Person who is a Patient in the House shall be allowed to go out, without an order given by one of the Medical Officers, or the House Surgeon; or in any pressing case, in their absence, by the particular direction of the House-keeper.

4.—Persons shall be admitted to visit their friends, who are Patients in the Infirmary, from 3 to 4 o'clock in the afternoon of every Friday; but at no other time, except by a written order from one of the Managers or Medical Officers.

5.—Care must be taken that Persons who are permitted to call on the Patients, leave the House at the end of the hour appointed for their visit.

6.—No Students shall be admitted who have not procured Tickets from the Treasurer.

II.—He shall keep the Keys of the Doors and Gates, and shall not allow any one to bring in or carry out of the House any bundle or basket which has not been examined by him.

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### XVII. CHAIR PORTERS.

I.—They shall reside in the neighbourhood of the Infirmary, and shall always be in the way and ready to convey Patients to the House from any part of the Town.

II.—They shall not charge more than the ordinary fare of Chairmen, which shall be paid by the Patient, unless when it is certified in the line of recommendation that he is unable to pay it, in which case it shall be defrayed by the House.

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### XVIII. GENERAL RULES.

I.—No Person in the service of the Infirmary shall at any time take of any tradesmen, patient, stranger, or other person, any fee, reward, or gratuity of any kind, directly or indirectly, for any service done, or to be done, on account of or connected with the Infirmary.

II.—Any Person in the service of the Infirmary, or Patient in the House, who shall act contrary to any of these Regulations, shall be forthwith dismissed.

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