

Terms of service / Joint Women's V.A.D. Dept.

Contributors

Great Britain. War Office. Joint Women's V.A.D. Department.
Territorial Force Associations.
British Red Cross Society.
Knights of Malta.

Publication/Creation

[London] : [publisher not identified], [1917]

Persistent URL

<https://wellcomecollection.org/works/aqxy73ef>

License and attribution

This work has been identified as being free of known restrictions under copyright law, including all related and neighbouring rights and is being made available under the Creative Commons, Public Domain Mark.

You can copy, modify, distribute and perform the work, even for commercial purposes, without asking permission.



Wellcome Collection
183 Euston Road
London NW1 2BE UK
T +44 (0)20 7611 8722
E library@wellcomecollection.org
<https://wellcomecollection.org>

Joint Women's V.A.D. Department.

Mrs. ARTHUR CANE.
Miss EDITH CROWDY.
Hon. Mrs. FITZROY.
Miss LETHBRIDGE.
LADY OLIVER.

Commandant-in-Chief—
Mrs. CHARLES W. FURSE.

Telegrams :
" Furse, Devonshire House."
Telephone :
Mayfair 6707.
(5 lines).

TERRITORIAL FORCE ASSOCIATIONS.
BRITISH RED CROSS SOCIETY.
ORDER OF ST. JOHN OF JERUSALEM.
DEVONSHIRE HOUSE, LONDON, W.1.

TERMS OF SERVICE.

Membership V.A.D. Candidates for Special Service must be members of, or attached to, a Voluntary Aid Detachment.

Application. Members must send in their names through their Commandant and County Director, together with an unmounted photograph for the V.A.D. Department.

Recommendation. The Commandant will only forward the names of those Members whom she considers in every way suitable for Special Service.

Health Certificate. In all cases the Society's Medical Certificate of Health must be filled in and signed by a Doctor. (This will be sent to all Candidates in due course.)

Rejection. The Selection Board reserves to itself the right to reject any Members whom it considers unsuitable, without giving a reason, and this decision must be accepted as final.

Duty. They may be called upon to work for sick men only or they may be sent to hospitals where nurses or munition workers are cared for under the Military Authorities. No V.A.D. Member should question what work she does for the Sick or Wounded whether Soldiers, Sailors or Civilians.

Uniform. They must wear regulation B.R.C.S. or St. John uniform (indoor and outdoor) as detailed, and no mufti may be worn except when off duty during their month's probation.

Control. All Members appointed to **Military Hospitals** come directly under the War Office from date of appointment.

All Members working under the **Joint Committee** come directly under the officers appointed by the Societies.

Military Hospitals—Nursing Members.

Certificates. First Aid and Home Nursing Certificates are necessary for V.A.D. Members.

Hospital Experience. Members with hospital experience will be given a preference.

Age Limit. 23 to 42 for Foreign Service.
21 to 48 for Home Service.

Inoculation. They must be willing to be inoculated against enteric fever.

Length of Service. They join for one month's probation and if considered suitable sign a contract for six months' service in the same hospital. They can sign on for a further period of six months if asked to do so by the Matron of the hospital in which they are serving.

Their engagement can be terminated at any time by the Matron-in-Chief at the War Office.

Transfers. (A) From one hospital to another,
(B) From Home to Foreign Service,
(C) From Hospital to Hospital Ships,
are all at the discretion of the Matron-in-Chief at the War Office.

Applications for such transfers must be made to the Matron of the Hospital in which members are serving and *not* to Devonshire House.

Control. Members will be required to live in the Nurses' quarters and will be absolutely under the control of the Matron.

Salary. At rate of £20 per annum.

Members who enter immediately on a second or subsequent term of six months' employment are to be paid at the rate of £22 10s. per annum instead of £20 per annum from the first day of the further time of employment.

Members who sign an agreement to serve for so long as required will be eligible for further increments of £2 10s. each half year until they reach a maximum rate of £30 per annum, the first increment taking effect six months after the date on which they become entitled to £22 10s. per annum.

Allowances. At rate of £4 per annum for uniform.
Quarters, food, washing and travelling expenses are paid.

Military Hospitals—V.A.D. Special Service Probationers.

Women who do not hold First Aid and Home Nursing Certificates may be attached to Detachments as V.A.D. Special Service Probationers.



The terms of service are the same as for V.A.D. Members.
There will be a slight difference in the uniform during the first 7 months.

Military Hospitals—General Service Members.

Certificates. General Service Members need *not* be in possession of First Aid and Home Nursing Certificates.

Age Limit. 18 to 50.

Length of Service. One month on probation, subject to notice at any time if not deemed satisfactory.

If satisfactory, members sign an agreement to serve for twelve months or duration of war.

The Hospital Authorities may terminate the agreement at any time by one month's notice, except for unsuitability or incompetence, when a week's notice will be given.

Travelling Expenses. In cases where a certificate is received from the Joint Voluntary Aid Committee stating that a woman has had to travel by rail on first joining the hospital, necessary travelling expenses, including third class rail fare, will be refunded by the Officer Commanding.

Control. Members will be under the Heads of their Departments and the General Service Superintendent, subject to the control of the Matron and Commanding Officer, or such other persons as may be appointed by them.

Salaries.

General Service Superintendents ...	from 33/- per week.
Head Dispenser — Pharmaceutical, Major and Minor... " 45/- "
Dispensers—Apothecaries' Hall Certificate " 35/- "
Head Clerks... " 26/- "
Clerks " 20/- "
Head Cooks—Trained, non-resident " 20/- " & food
Assistant Cooks " " " 16/- " "
Head Cooks—Trained, resident, including food " £30 per annum.
Assistant Cooks—Trained, resident, including food " £20 "
Telephone Operators " 20/- per week.
Storekeepers " 20/- "
X-Ray Attendants " 20/- "
Laboratory Attendants—Trained " 26/- "
Laboratory Attendants—Untrained... " 20/- "

All terms for General Service Members are under re-consideration.

Terms of Service. The above terms do not include food, washing, or quarters, except where stated. They cover all time worked (average number of hours 48 per week).

They apply to all service whether probationary or otherwise.

Allowances. £4 uniform allowance at end of month's probation, if agreement to serve for 12 months be signed.

A Member is liable to refund a proportion of the sum paid to her in aid of the provision of the regulation uniform at the rate of $\frac{1}{12}$ th of £4 for each month or portion of a month short of the 12 months' period of service. In the event of her failing to refund the proportionate amount it may be deducted from any balance or pay remaining due to her.

(This applies to all contracts signed after 6th October, 1916.)

Auxiliary Hospitals at Home.

Length of Service. Members will go for a fortnight's probation and, if considered suitable, will sign on for three months.

Terms. Expenses as detailed below to be paid by the Hospital Authorities :—

- (A) Travelling to and from the Hospital,
- (B) Board,
- (C) Lodging,
- (D) Washing allowance of 2/6 per week,

unless the member lives in the neighbourhood, when only her washing will be paid.

If a requisition for a Member is cancelled by the Hospital Authorities after the Member has started, the travelling expenses incurred by her must be borne by the hospital.

N.B.—Members leaving Hospital at their own wish or dismissed for unsatisfactory conduct will pay the expenses of their return journey.

Anglo-French and French Red Cross Hospitals.

Authority. Except in very few cases Members within the Military Age Limit must not go out of England except under the authority of the War Office or Joint Committee.

Such Members must forward to Devonshire House the written RECOMMENDATION of their Commandant to serve in such Hospitals and a written permit from their County Director.

They will then be granted permission to receive the Anglo-French certificate.

Age Limit. They must be over 23 years of age, and speak French fluently, and must have had hospital experience.

Uniform. Members going abroad in this way must *not* wear V.A.D. uniform.

Terms. Members pay their own expenses—10/- to 40/- a week may be asked for by the French authorities to cover cost.

JOINT COMMITTEE UNITS ABROAD.

- Salary.** 1. No salary, except in very exceptional circumstances, when certain qualified technical experts are sent out, in which case special arrangements are made.
- Age Limit.** 19 to 50.
- Expenses.** 2. All expenses such as :—
 Travelling
 Board
 Lodging
 Washing (5 francs weekly)
 are paid from the date the member leaves London.
- Passport.** 3. Passports and all necessary Identification Papers are supplied by the Joint Committee.
- Photographs.** 4. Five photographs—not snapshots—(unmounted and endorsed by member on the back) must be provided by the member for Passport purposes.
- Uniform.** 5. Regulation outdoor and indoor uniform must be taken as no plain clothes are allowed on or off duty.
 The Regulation coat and skirt, shirts, etc., are obligatory for Rest Station members if they sign on after their month's probation, and all others serving abroad are strongly advised to take them as they are very useful. Uniform for Motor Drivers is referred to below.
 No allowance is made towards uniform.
- Appointment** 6. Members must be prepared to serve where their services are most required, and even when requisitioned for special units no guarantee can be given that they will not be transferred later to other units. Their appointments are at the discretion of the Principal Commandant. Except in the case of technical experts appointed for special duties, all members must be prepared to be drafted for various duties in Hospitals, Hostels, Railway Aid Posts and other formations.
- Duty.** 7. Ordinary members must be prepared to turn their hands to any work required of them, and should learn to be handy with tools as well as learning something of cooking, laundry, dressings, house, pantry or secretarial work. It is evident that only those members with the power of accepting all that comes philosophically and cheerfully, had better volunteer for work under the Joint Committee. At the same time they may be certain that everything is done to make them happy and comfortable, and parents may rest assured that the members are under the supervision of carefully chosen V.A.D. Officers.

Discipline.

8. They must have a good sense of discipline and knowledge of ordinary Detachment etiquette.

Character.

9. They must make up their minds to face long bouts of waiting when work is slack, and they should learn to realise that much of war work is waiting and that a grumbling or discontented spirit does not do any good in a community.

They should also remember that though they may seem to themselves to be wasted while waiting, their value is probably well known to those in authority, and they might be surprised if they knew the number of equally good members waiting to jump into their shoes. When the rush comes members realise that it was worth waiting indefinitely in order to be there when needed.

**Smoking
off Duty**

10. V.A.D. members are not allowed to smoke except in their quarters when off duty. Those V.A.D. members posted to formations or units in which smoking is *totally forbidden*, must keep the rule.

Rules.

11. There are strict rules with regard to having meals out with friends.

We have as few Rules and Regulations as possible, but those which exist have been made as the result of necessity after many months' experience. All members must adhere to them loyally.

Any member who feels that she has a right to judge for herself whether to obey a rule or not, had better stay at home. Those who go out and fail will be sent home.

Contract.

12. After one month's probation those members considered suitable and who wish to remain are required to sign a Declaration to serve for six months, including the month's probation. A copy of this Declaration is kept at Devonshire House in order that members may read it before they leave England. Members who are considered unsuitable may be sent back to England at the discretion of the Principal Commandant. This may be done without a reason being given.

Complaints.

13. All complaints should be made in the first instance to the Officer in Charge of the unit with which the member is working, and should be made in writing.

Officers.

14. Officers deserve support, and members must remember that an Officer's position is often a very difficult one.

MOTOR DRIVERS WORKING UNDER JOINT COMMITTEE ABROAD.

Qualifications required.

At least 6 months' thorough experience in driving.

Good knowledge of running repairs.

2nd Class R.A.C. Certificates desirable but not compulsory.

A First Aid Certificate is necessary.

Age Limit.

21 to 45.

Allowance.

A Supplementary Mess Allowance of 10s per week is given to V.A.D. Motor Drivers.

Uniform.

Special Regulation V.A.D. Motor Driver's uniform must be worn. No allowance is made towards it, with the exception of certain articles issued from the stores, which are the property of the Joint Committee and have to be returned at the termination of the member's service.

School.

Members will be required to attend the School run in connection with Devonshire House, and their cases cannot be put before the Selection Board until a report has been received from the Heads of the School concerning their driving capabilities and general suitability. For this purpose it is necessary for them to stay in London at least 10 days or a fortnight. Successful candidates cannot be guaranteed immediate employment and should on no account give up any existing work until definitely warned for a particular post.

There is no fee for the School.

Members must not have any hope of joy riding. The work is very hard at times and at other times there may be long bouts of slackness. Both require character to face.

MOTOR DRIVERS WORKING UNDER JOINT COMMITTEE ABROAD

At the 1912 Congress, London, the following resolutions were adopted:

Resolved, That the following be adopted:

1. That the following be adopted:

2. That the following be adopted:

3. That the following be adopted:

4. That the following be adopted:

5. That the following be adopted:

6. That the following be adopted:

7. That the following be adopted:

8. That the following be adopted:

9. That the following be adopted:

10. That the following be adopted:

11. That the following be adopted:

12. That the following be adopted:

13. That the following be adopted:

14. That the following be adopted:

15. That the following be adopted:

16. That the following be adopted:

17. That the following be adopted:

18. That the following be adopted:

19. That the following be adopted:

20. That the following be adopted:

21. That the following be adopted:

22. That the following be adopted:

23. That the following be adopted:

WELLCOME INSTITUTE LIBRARY	
Coll.	weIMomac
Coll.	pam
No.	WY 130
	1917
	G78t