

# **Standing orders for the Royal Army Medical Corps, Royal Army Medical Corps (T. A.) and Royal Army Dental Corps 1937 / [War Office].**

## **Contributors**

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STANDING ORDERS  
FOR THE  
ROYAL ARMY MEDICAL CORPS  
ROYAL ARMY MEDICAL CORPS (T.A.)  
AND  
THE ARMY DENTAL CORPS  
1937

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STANDING ORDERS  
FOR THE  
ROYAL ARMY MEDICAL CORPS  
ROYAL ARMY MEDICAL CORPS (T.A.)  
AND  
THE ARMY DENTAL CORPS  
1937

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## PREFACE .

These Standing Orders are published under, and are subject to the conditions laid down in, King's Regulations, 1935, para. 1651.

These Standing Orders do not constitute financial authority for any of the provisions therein, the Pay Warrant being the only authority for such.

As some typographical errors may have occurred in publication it is requested that, should any be discovered, they may be at once pointed out in writing to the Under-Secretary of State (A.M.D.1), The War Office.

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These Standing Orders are published under, and are subject to the conditions laid down in King's Regulations, 1932, Part I, 1931.

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### ABBREVIATIONS.

A.B.	...	...	Army Book.
A.D. Corps	...	...	The Army Dental Corps.
A.D.M.S.	...	...	Assistant Director of Medical Services.
A.F.	...	...	Army Form.
D.D.M.S.	...	...	Deputy Director of Medical Services.
D.G.A.M.S.	...	...	Director-General, Army Medical Services.
N.C.O.	...	...	Non-commissioned officer.
O.C.	...	...	Officer Commanding.
i/c	...	...	in charge of.
Q.A.I.M.N.S.	...	...	Queen Alexandra's Imperial Military Nursing Service.
R.A.M.C.	...	...	Royal Army Medical Corps.
T.A.	...	...	Territorial Army.

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## STANDING ORDERS R.A.M.C., 1937

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412	417	465	469	514	517	556	572
413	418	466	470	515	518	557	573
414	419	467	471	516	519	558	574
415	420	468	472	517	520	559	575
416	421	469	473	518	521	560	576
417	422	470	474	519	522	560 <sup>A</sup>	577
418	423	471	475	520	523	560 <sup>B</sup>	578
419	424	472	476	521	524	561	579
420	425	473	—	522	525	562	580
421	426	474	477	523	526	563	581
422	427	475	478	524	527	564	582
423	428	476	479	525	528	564 <sup>A</sup>	583
424	429	477	480	526	529	565	584
425	430	477 <sup>A</sup>	—	527	530	566	585
426	431	478	—	528	531	567	586
427	432	479	—	529	532	568	587
428	433	480	—	530	533	569	588
429	434	480 <sup>A</sup>	—	531	534	570	589
430	435	481	—	532	535	571	590
431	436	482	481	533	536	572	591
432	437	483	482	534	537	573	592
433	438	484	483	535	538	574	593
434	439	485	484	536	539	575	594
435	440	486	485		540	576	595
436	441	487	486		541	577	596
437	442	488	487		542	578	597
438	443	489	488		543	579	598
439	444	490	489		544	580	599
440		491	490	537	545	581	600
441	445	492	491		546	582	601
441 <sup>A</sup>	446	493	492		547	583	602
442	447	494	493		548	584	603
443	448	495	494		549	585	604
444	449	496	495		550	586	605
445	450	497	496		551	587	606

COMPARATIVE TABLE—*continued.*

1930.	1937.	1930.	1937.	1930.	1937.	1930.	1937.
588	607	642	661	695	714	813	813
589	608	643	662	696	715	814	814
590	609	644	663	697	716	815	815
591	610	645	664	698	717	816	—
592	611	646	665	699	718	817	816
593	612	647	666	700	719	818	817
594	613	648	667	701	720	819	818
595	614	649	668	702	721	820	819
596	615	650	669	703	722	821	820
597	616	651	670	704	723	822	821
598	617	652	671	705	724	823	822
599	618	653	672	706	725	824	823
600	619	654	—	707	726	825	824
601	620	655	673	708	727	826	825
602	621	656	674	709	728	827	826
603	622	657	675	710	729	828	827
604	623	658	676	711	730	829	828
605	624	659	677	712	731	830	829
606	625	660	678	713	732	831	830
607	629	661	679	714	733	832	831
608	626	662	680	715	{ 734	833	832
609	627	663	681	{ 715	735	834	833
610	628	664	682	716	736	835	834
611	630	665	683	717	737	836	835
612	631	666	684	718	738	837	836
613	632	667	685	719	739	838	837
614	633	668	686	720	740	839	838
615	634	669	687	721	741	840	839
616	635	670	688	722	742	841	840
617	636	671	689	723	743	842	841
618	637	672	690	724	744	843	—
619	638	673	691	725	745	844	842
620	639	674	692	726	746	845	843
621	640	675	693	727	747	846	844
622	641	676	694	728	748	847	845
623	642	677	695	729	749	848	846
624	643	678	696	730	750	849	847
625	644	679	697	731	751	850	848
626	645	680	698	732	752	851	849
627	646	681	699	733	753	852	850
628	647	682	{	734	754	853	851
629	648	683	700	735	755	854	852
630	648	684	701	736	756	855	853
631	{ 649	685	702	801	801	856	854
632	650	686	703	802	802	857	855
633	651	687	704	803	803	858	856
634	652	688	705	804	804	559	857
635	653	689	706	805	805	860	858
636	654	690	707	806	806	861	859
637	655	690 <sup>A</sup>	708	807	807	862	860
638	656	690 <sup>B</sup>	709	808	808	863	861
639	657	691	710	809	809	864	862
640	658	692	711	810	810	865	—
641	659	693	712	811	811	866	863
641	660	694	713	812	812	867	—

COMPARATIVE TABLE—*continued.*

1930.	1937.	1930.	1937.	1930.	1937.	1930.	1937.
868	864	915	913	1001	—	1050	1049
869	865	916	914	1002	—	1051	1050
870	866	917	915	1003	1001	1052	1051
870 <sub>A</sub>	867	918	916	1004	1002	1053	—
871	868	919	917	1005	1003	1054	1052
872	869	920	918	1006	1004	1055	1053
873	870	921	919	1007	1005	1056	1054
874	871	922	920	1008	1006	1057	1055
875	872	923	921	1009	1007	1058	1056
876	873	924	922	1010	1008	1059	1057
877	874	925	923	1011	1009	1060	1058
878	875	926	924	1012	1010	1061	1059
879	{ 876	927	925	1013	1011	1062	1060
	877	928	926	1014	1012	1063	1061
880	878	929	927	1015	1013	1063 <sub>A</sub>	1062
881	879	930	928	1016	1014	1064	1063
882	880	931	929	1017	1015	1065	1064
883	881	932	930	1018	1016	1066	1065
884	—	933	931	1019	1017	1067	1066
885	882	934	932	1020	1018	1068	1067
886	883	935	933	1021	1019	1069	1068
887	884	936	934	1022	1020	1070	1069
888	885	937	935	1023	1021	1071	1070
889	886	937 <sub>A</sub>	936	1024	1022	1072	1071
890	887	938	937	1025	1023	1073	1072
891	888	939	938	1026	1024	1074	1073
892	889	940	939	1027	1025	1075	1074
893	890	941	940	1028	1026	1076	1075
894	891	942	941	1029	1027	1077	1076
895	892	943	942	1030	1028	1078	1077
896	893	944	943	1031	1029	1079	1078
897	894	945	944	1032	1030	1080	1079
898	895	946	945	1033	1031	1081	1080
899	896	947	946	1034	1032	1082	1081
899 <sub>A</sub>	897	948	947	1035	1033	1083	1082
900	898	949	948	1036	1034	1084	1083
901	899	950	949	1037	1035	1085	1084
902	900	951	950	1038	1036	1086	1085
903	901	952	951	1039	1037	1087	1086
904	902	953	952	1040	1038	1088	1087
905	903	954	953	1041	1039	1089	1088
906	904	955	954	1042	1040	1090	1089
907	905	956	955	1043	1041	1091	1090
908	906	957	956	1044	1042	1092	1091
909	907	957 <sub>A</sub>	957	1044 <sub>A</sub>	1043	1092 <sub>A</sub>	1092
910	908	958	958	1045	1044	1093	1093
911	909	959	959	1046	1045	1094	1094
912	910	960	960	1047	1046	1095	1095
913	911	961	961	1048	1047	1096	1096
914	912	962	962	1049	1048		



# STANDING ORDERS

FOR THE

## ROYAL ARMY MEDICAL CORPS

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### PART "A" (DUTIES).

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#### SECTION I.—ADMINISTRATION.

##### (a) Headquarters.

1. The administration of the Royal Army Medical Corps is vested in the Director-General, Army Medical Services, at the War Office, who deals with all questions connected with the medical services of the army.

2. The Officer Commanding the R.A.M.C. at the headquarters of a command at home or abroad is responsible for the administration of the R.A.M.C. within the command.

##### (b) Officer i/c Records.

3. The Officer i/c Records is responsible for the custody, maintenance and distribution of the records of the warrant officers, N.C.Os. and privates of the R.A.M.C., Regular Army, Supplementary Reserve and Territorial Army, and the duties in connection therewith deputed to him by King's and other Regulations.

4. He is responsible for the administration of the above personnel as regards grading and classification for pay, postings, drafts, promotions and appointments, extensions of service, re-engagements and transfers to and from the corps.

5. He will dispose, as far as possible, of all corps questions, and on purely corps matters not involving disciplinary action will correspond with the War Office and Os.C. the R.A.M.C. in commands as required. His decisions on such matters are final, subject only to their being reversed on appeal to the Army Council. An appeal against the decision of the O. i/c

Records will be submitted to the War Office by that officer, who will forward the views of the unit commander, together with his own remarks on the subject.

6. He commands all R.A.M.C. reservists, and is responsible for carrying out all mobilization arrangements connected therewith.

7. He is responsible for the allotment of the personnel to the Field Force medical units, and will prepare the necessary mobilization returns (Army Forms B 89a and B 89c).

8. He is the O.C. of all warrant officers, N.C.Os. and men who are at home on leave, etc., but are borne on the strength of units abroad, provided that they are not attached to a unit or to the depot.

9. He will ensure, in consultation with the Os.C. R.A.M.C. in commands, that the number of warrant officers, N.C.Os. and privates is maintained for the various technical duties.

10. He will regulate the married quarters roll of the corps and will issue all authorities for placing warrant officers, N.C.Os. and men thereon.

11. He will keep a list of the names of N.C.Os. noted for employment on the permanent staff of T.A. and O.T.C. medical units and will select therefrom N.C.Os. to fill vacancies.

12. He will furnish to the War Office the periodical returns laid down in the King's Regulations and such other returns as may, from time to time, be required.

13. He will notify the results of all examinations to the Os.C. R.A.M.C. of commands and publish the names of successful candidates in Corps Orders.

14. He will be responsible for the safe custody of medals of soldiers ordered on active service from home commands.

### **(c) Officer Commanding Depot and Commandant, Training Establishment.**

15. The O.C. Depot is the final approving officer for those recruits for the R.A.M.C. who are to be enlisted as qualified tradesmen but he will, after report from the Training Officer, obtain concurrence of O. i/c Records before finally approving the enlistment of such recruits.

16. He commands the Training Establishment and such officers and men as may be attached thereto, and is responsible for the training of officers, recruits and probationers for the corps, and such of the Supplementary Reserve and T.A. as may be attached thereto.

17. He is the accounting officer for the clothing and equipment of the depot companies, and will correspond, when necessary, direct with those officers at home and abroad who are also accounting officers.

He is also the accounting officer for all stores and equipment held for instructional and other purposes connected with the depot under his command.

18. He will see that every recruit and probationer joining the depot is supplied free with a copy of R.A.M.C. Training, Standing Orders, Health Memoranda for Soldiers (A.F. B 51), and devotional books.

19. When the training of a class of recruits is completed he will cause their names to be published in Part II Orders as "Passed class of instruction R.A.M.C. Training Establishment, Aldershot," with date, and see that the necessary entry is made in the duplicate attestation and Army Book 64, Part I.

20. The address of the O.C. Depot, R.A.M.C., and Commandant Training Establishment, is: Crookham Camp, Aldershot.

Telegrams : Medcor, Crookham Camp, Aldershot.

Nearest railway station : Fleet, South Western section, Southern Railway.

#### (d) Training Officer.

21. The Training Officer will co-ordinate the instruction and examination of warrant officers, N.C.Os. and privates and will be responsible that a uniform standard of instruction and attainment is maintained throughout the corps.

22. He will supervise the educational training and will be responsible for the arrangements in connexion with the technical training, including that for promotion, of warrant officers, N.C.Os. and men of the R.A.M.C. at home and abroad.

23. For this purpose he will work in close liaison with the War Office, O. i/c Records and Os.C., R.A.M.C., commands and districts at home and abroad. He will visit hospitals and other institutions where warrant officers, N.C.Os. and privates of the R.A.M.C. are undergoing training and will be afforded every facility to observe their training.

24. He will furnish monthly to the Under-Secretary of State (A.M.D. 1), The War Office, a numerical summary of R.A.M.C. Forms 22, together with his observations and recommendations. A copy of this return will be sent to O. i/c Records for information.

25. He is responsible for the preparation of all examination papers, and for this purpose will obtain the assistance of any officers who are specially qualified in the subjects of the examinations, or of the special examining board.

26. He will arrange for the printing or re-duplication of the examination papers and for their despatch in sealed envelopes by registered post to the Os.C., R.A.M.C., in the commands for transmission to the presidents of the various examining boards.

27. He will receive the corrected examination papers and scrutinize the answers given and marks awarded, and will satisfy himself that the marks allotted by the various boards conform to a general standard. In conjunction with O. i/c Records he will decide whether or not the candidate has passed the examination and will notify O. i/c Records accordingly.

28. He will arrange for the destruction of the papers of successful candidates, but in the case of those who are unsuccessful he will retain the papers in his office for reference pending re-examination.

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## SECTION II.—O.C. R.A.M.C. IN A COMMAND.

29. The O.C. R.A.M.C. in a command is responsible for the administration and technical training of the R.A.M.C. under his command.

30. He will, in consultation with O. i/c Records, arrange that the establishment of tradesmen (warrant officers, N.C.Os. and privates) is maintained in his command.

31. He will be responsible that the mobilization arrangements of the companies under his command are prepared and kept up to date in accordance with instructions issued by O. i/c Records.

32. He will forward the annual confidential reports on warrant officers and N.C.Os. to O. i/c Records, together with his own opinion as to the character, qualifications and suitability in all respects for their promotion. Any adverse remarks made by him will be communicated to, and initialled by, the individual reported on before the report is forwarded to O. i/c Records.

33. As opportunity occurs, each senior officer should be attached to the office of the O.C. R.A.M.C., in the command, or area, for the purpose of being instructed in administration.

34. A company officer will be appointed to the headquarters of each company. He will not, except in case of emergency or for training, be moved from the headquarters station while so employed.

35. When individuals or parties of the corps embark or disembark at any port in the command, he will furnish the following information to O. i/c Records :—

- (a) Number, rank and name.
- (b) Date of embarkation or disembarkation.
- (c) Name of vessel.
- (d) Date on which first or last rationed on board ship.
- (e) Cause of transfer to home establishment.

36. He will, once a year, make the inspection in special subjects referred to in King's Regulations, and satisfy himself that the training of all ranks is carried out in accordance with R.A.M.C. Training and Standing Orders, and that tradesmen are employed, as far as practicable, in the duties for which they have qualified.

37. He will satisfy himself that the junior officers are thoroughly familiar with their technical duties, and that they have been afforded every opportunity of acquainting themselves with the details of hospital administration.

38. He will examine the books, records and personal documents of the company or detachment, and satisfy himself that they are correctly and regularly kept up, and that the mode of registering, indexing and recording correspondence is as laid down in regulations.

39. He will examine the company orders and see that they are in conformity with regulations, and will compare Part II Orders with the Record of Soldiers' Particulars (A.F. B 238), attestation papers, conduct sheets, minor offence reports and guard reports.

40. In a command abroad he will forward to O. i/c Records, so as to arrive not later than 1st June in each year, the names of warrant officers, N.C.Os. and men whose tour of service, or whose colour service, will expire within the next twelve months.

41. In cases which, after investigation, the O.C., R.A.M.C., in a command considers that a soldier has fallen below the standard prescribed for the class of trade in which he is mustered, from inefficiency but not from lack of diligence, he will notify O. i/c Records, on whose authority alone any reduction for inefficiency can be made.

42. He will keep a record of all classes of instruction in technical subjects as regards dates, number attending, and progress. He will be responsible that there shall be no break in the continuity of training except owing to unavoidable circumstances; that every N.C.O. and man serving under his command is afforded facilities to attend all courses that may be necessary to qualify for advancement; and he will inquire into all instances of N.C.Os. and men who, being eligible to qualify, do not attend the prescribed courses or who fail to qualify at the periodical examinations.

43. He will ensure that the N.C.Os. and men of the dispenser's class are not placed on any permanent duty which is likely to interfere with their instruction.

44. He will cause R.A.M.C. Form 22 to be rendered to the Training Officer on the 15th of each month, giving details of the N.C.Os. and men under training.

45. He will notify the Training Officer not later than the 15th of the previous month how many candidates are expected to attend each examination. Os.C., R.A.M.C., in commands abroad should cable this information in sufficient time to permit of the examination papers being despatched by post in time for the examination.

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### SECTION III.—O.C. COMPANY

#### (a) General duties.

46. The command of a company or detachment of the corps will, for purposes of discipline, include both the men employed in hospitals and those on the district duties of the corps, as well as other soldiers, pensioners or civilians attached thereto for duty.

47. The duties and responsibilities of the officer in command of a company or detachment of the corps will be as laid down for Os.C. in the King's Regulations.

48. He will ensure that the routine duties are satisfactorily carried out by the company officer.

49. He will allot the personnel for the various duties as may be required within the establishment, taking care that all N.C.Os. and privates employed as tradesmen are not exempted from general corps and company duties on completion of their daily routine work. Special consideration should be given to operating room assistants and radiographers. Masseurs will not be employed on duties likely to damage or roughen the skin of the hands.

50. Medical officers on the retired list, of the Supplementary Reserve or T.A., employed under the Royal Warrant for Pay are considered "officers belonging to the Regular Forces," and will command warrant officers, N.C.Os. and privates of the corps serving under them.

51. When soldiers of the R.A.M.C. are doing duty in hospitals placed in charge of civilian medical practitioners, they will be attached for discipline to a corps in the garrison.

52. The O.C. will be responsible that the conduct sheets, duplicate attestations, the personal documents taken into the field and all other personal documents (which are not kept at the Record Office) connected with the warrant officers, N.C.Os. and privates of the company or detachment, are accurately kept up in accordance with the King's Regulations, and are placed under lock and key in the portfolios provided for the purpose: the key will invariably be in the custody of an officer. When men are transferred from the company, their documents, arranged in accordance with the instructions given on the last page of A.F. B 278, will be forwarded direct to the O.C. of the company to which they are transferred. He will examine the documents of men when received from out-stations, and complete them, together with the transfer clothing statement (A.F. H 1157), public clothing ~~voucher~~ (A.F. H 1150) and equipment voucher (A.F. G 1033).

53. When details are sent from one station to another, early notification of the time of their arrival will be sent to their new O.C. on the memorandum for the removal of troops (A.F. B 185). Information as to army numbers, ranks, names, training, qualifications (dispenser, hospital cook, etc.), whether on the married quarters roll, and the number in family, will in all cases be included.

54. He will be responsible for the systematic training of officers, warrant officers, N.C.Os. and privates of the corps.

55. Every facility will be given for N.C.Os. and privates to obtain educational certificates and qualify for promotion. In view of the expansion of the corps on mobilization, men should be encouraged to qualify for promotion and in the special duties of the corps, whether about to pass to the reserve or not.

56. He will arrange for the formation of classes of instruction for the training of suitable N.C.Os. and men as nursing orderlies, clerks, dispensers, etc., and for the preparation of all such candidates for the periodical examinations. He will cause a register to be kept of all men under training. R.A.M.C. Forms 22 and 23 will be compiled from the information contained in this register.

57. He will arrange for the daily inspection of the N.C.Os. and men half an hour after reveille, at 8.30 a.m., at 2.10 p.m. and at tattoo, for the purpose of ascertaining that all are present, properly dressed, clean and sober. This inspection will also apply to the parade of night duties at the hours appointed. No other parades or inspections will be held without his sanction.

58. At such stations as may be practicable he will hold at least one parade a week for drill and corps exercises, at which every available soldier will be present, with a due proportion of officers, who will attend in turn. The parades will be arranged at such times as will not interfere with the duties of the hospital, and at home stations will usually be in the afternoon. Men excused parade one week will be present on parade the next.

59. All ranks must be thoroughly efficient in first aid. The O.C. will personally hold periodical examinations in this subject. He, or an officer detailed by him, will hold a weekly class of instruction or demonstration of not less than three-quarters of an hour upon the subjects treated in the R.A.M.C. Training. This class will continue until all the necessary portions of the book have been gone through. Senior N.C.Os. may be exempted from these classes.

60. He will satisfy himself that all the company pay records, accounts of allowances granted by regulations and other funds are correctly kept. On the relief of a company officer he will see that these accounts are properly transferred.

He will arrange for the quarterly audit of such funds and accounts as are referred to in King's Regulations.

61. He will render returns for the whole of his company or detachment as laid down in Appendix I.

62. A nominal roll of soldiers serving in the company or detachment will be kept in A.F. B 238, in which will be recorded for easy reference particulars concerning men of the company, etc., information in the first instance being extracted from the duplicate attestation, etc. In this way the details required to complete the monthly state (A.F. B 157) will be readily available.

63. He will furnish annually a confidential report on each warrant officer and N.C.O. as follows :—

(a) *Warrant officers and N.C.Os. not below the rank of serjeant.*

1st May in each year, on R.A.M.C. Form 20.

(b) *Lance-serjeants, corporals and lance-corporals.*

1st August in each year, on R.A.M.C. Form 7.

The report will be completed in ink and shown by him to the warrant officer or N.C.O. concerned, who will be required to initial and date it on the day following that on which its contents have been read and considered by him.

If the warrant officer or N.C.O. desires to raise objection to the whole or any part of the report, he will submit the same in writing, and this will be attached to the report.

The report will then be forwarded to the O.C., R.A.M.C., in the command, for action as laid down in para. 32.

64. In the event of a warrant officer or N.C.O. leaving the company, a similar report will be rendered to his new C.O., who will retain the same and attach it to the next report rendered in accordance with para. 63.

65. Should an officer have reason to modify his opinion of a warrant officer or N.C.O., as previously expressed in the confidential report, he will at once record the circumstances in writing and the procedure outlined in para. 63 will be carried out.

66. At the termination of six months (or earlier if requested by O. i/c Records) from the date of promulgation of the order appointing a private to be a lance-corporal, a report will be submitted to the O.C. R.A.M.C. in the command for transmission to the O. i/c Records, stating whether the N.C.O. has proved himself thoroughly efficient, and if his promotion to substantive rank is recommended or otherwise (see para. 464). An annual confidential report will subsequently be rendered as under para. 63.

67. He is responsible that the officers and warrant officers have every facility given them to correct their books from the official copy of the Army Orders, circular letters, etc., issued, and that the books issued to N.C.Os. and privates are corrected as occasion requires.

68. On handing over or taking command of a company or detachment he will forward a certificate to the O.C. R.A.M.C. in the command that the company or detachment books, as well as the personal documents of the men, have been duly given over or received, as the case may be; also that the kits, arms and accoutrements have been inspected and are complete or otherwise; that the books in possession of the N.C.Os. and privates are amended to date, and that the clothing, equipment, pay and messing accounts are correct.

69. He will prepare mobilization orders for his company and keep them up to date. He will detail the N.C.Os. and privates under his command to Field Force medical units

strictly in accordance with the allotment shown on A.F. B 89a, prepared by O. i/c Records.

70. He is responsible that each junior officer in turn is instructed by the company officer in the interior economy of a company, in the method of making kit inspections and everything appertaining to duties in the barrack room.

Each junior officer should be attached in turn—

- (a) To the company office, to learn the pay duties and preparation of accounts.
- (b) To the company quartermaster's office, for instruction in matters appertaining to clothing and equipment.
- (c) To the orderly room, for instruction in discipline and ordinary corps returns, etc. Junior officers should, as a rule, be present when soldiers in arrest are dealt with.
- (d) To the hospital quartermaster's office, for instruction in the method of taking over the equipment of a hospital, and the general duties carried out by the quartermaster and steward.
- (e) To the dispensary, for instruction in the preparation of the periodical returns and requisitions, etc., for medical equipment, etc.
- (f) To the office of the O.C., to learn the method of compilation of statistical returns and the maintenance of hospital records.

The officer in charge of each office will give instruction on the regulations, army forms and books appertaining to his branch, and cause the officer to make out copies of the ordinary returns in use.

A record will be kept of the different sub-divisions in which each officer has been trained, and he should remain in each office until he has gained a competent knowledge of the duties to the satisfaction of the O.C.

### (b) Clothing and equipment.

71. The O.C. at the headquarters of a company at home or company or detachment abroad is the accounting officer for the clothing and equipment of the company or detachment. Other accounting officers, will, when necessary, correspond direct with the O.C. Depot, R.A.M.C., on routine matters connected with clothing or equipment of transfers to or from the depot. All returns and accounts of clothing, necessaries and equipment will be rendered to the chief accountant of the command. At stations abroad the equipment account will be rendered through the chief ordnance officer at the station.

72. In order to carry out effectively at any time the stock-taking of equipment, etc., on charge of Os.C. companies and detachments R.A.M.C., who render accounts direct to the army auditor of the command, and more particularly to ascertain the articles in possession of men away from the headquarters of their unit, A.F. B 293 will be rendered not later than the 3rd of the first month in each quarter by Os.C. all detachments to the officer on whose charge the equipment, etc., of the men of their detachment is held, the A.F. B 293 being then retained by the accounting officer for reference in case of stocktaking. Any necessary alterations to the form will be made in manuscript.

73. Inspection of arms and accoutrements, clothing and necessaries in wear will be made, when considered necessary, by Os.C. companies, who are responsible that such are in good order, of the regulation pattern, properly marked and kept complete by supplies procured from the company store. Such necessaries as are required by the corps at stations abroad will be obtained on demand from units at the stations where they may be serving.

74. After being fitted in accordance with the regulations, no N.C.O. or man will have any article of clothing altered without the sanction of his O.C. This order is to be read periodically on parade, and specially brought to the notice of recruits.

75. When soldiers are transferred, their kits will be inspected to see if they are correct. This will also be done on arrival at their new station.

76. The O.C. company will cause all equipment and public clothing and bedding taken from soldiers leaving the corps to be inspected in their presence before their departure, and will assess any charges for depreciation or for repairs necessary to make damaged articles fit for re-issue.

77. When soldiers are placed under orders to join the depot or other unit to prepare for service abroad, he will notify immediately to the O.C. depot or unit concerned the sizes of helmets, frocks and trousers required. Should garments of special dimensions be needed, a size roll (A.F. H 1119) will be forwarded. Similar particulars for personnel detailed for trooping duties will be sent direct to the Staff Captain, Movements, Southampton.

78. A pool of non-commissioned officers and men is allowed on the establishment of No. 4 Co. R.A.M.C., Royal Victoria Hospital, Netley, for trooping duties. Normally parties required for these duties will be detailed under the instructions

of O. i/c Records, by O.C. No. 4 Co. R.A.M.C., who will be responsible that the N.C.Os. and men so detailed are clothed, equipped and dealt with according to regulations. Trooping parties detailed by O.C. No. 4 Co. R.A.M.C., will remain on the strength of that company during their employment as such.

### (c) Discipline.

79. He will publish in Part II Orders the proceedings of every general, district and field general court-martial held on soldiers under his command, also civil convictions, showing period, if any, the soldier was in custody. The type of court-martial will be inserted. Copies of civil convictions will be sent to O. i/c Records for filing with the soldier's original attestation.

He will also publish in Part II Orders matters affecting a soldier's pay, service, or documents, casualties relating to the married quarters roll and those affecting a soldier's military history.

80. A copy of the Declaration of the Court of Inquiry (A.F. B 115) held on a man of the corps illegally absent for 21 days will be forwarded to the O. i/c Records and the entry of such absence published in Part II Orders. A Descriptive Report (A.F. B 124) will be forwarded to the Editor of the "Police Gazette," New Scotland Yard, London, S.W.1, and, if necessary, to other police officers. The documents of deserters will be retained for one year and will then be disposed of in accordance with King's Regulations.

81. A soldier reduced in rank to below that of serjeant will receive, from the date of reduction, the normal rate of pay until such time as he has been retested in accordance with the procedure laid down in para. 514.

A lance-serjeant or lance-corporal ordered by his O.C. to revert to his permanent rank will receive the rate of pay according to his trade qualification.

The provisions of this paragraph are also applicable in cases where the reduction in rank is made at the soldier's own request.

82. When the O.C. considers it necessary on account of inefficiency to disrate any N.C.O. or private to a lower class in his trade qualification, or remove him altogether from his group, he will, in the first instance, report the circumstances necessitating such action to the O.C., R.A.M.C., in the command, who, if he concurs, will notify O. i/c Records, on whose authority a note will be made in the soldier's documents to the effect that on account of inefficiency he is disrated in

classification or removed from the trade group for which he is qualified. Any N.C.O. or private disgrated for inefficiency will be required to requalify before being again eligible to receive the rate of trade pay he has forfeited.

83. The O.C. may disrate any N.C.O. or private to a lower classification or remove him from his trade group altogether if he considers him lacking in diligence. The soldier may be restored to his original classification by the O.C. if he later displays sufficient diligence to justify such restoration. In cases where the soldier has been removed for lack of diligence from the trade group in which he was mustered, the original rate of pay will not be restored until such time as he has been remustered by O. i/c Records.

84. Such approved reversion or restoration, with date and reason, will appear in Part II Orders. An appropriate entry will also be made on R.A.M.C. Form 23.

85. Charge Reports (A.F. B 252) dealing with charges disposed of by the O.C. will, after the necessary entries have been made in the conduct sheets, be filed in a guard book for reference. Minor Offence Reports (A.F. B 281) should also be filed.

He will, once a quarter or more often, compare the list of offences in Part II Orders with the entries regarding them in the duplicate attestations, conduct sheets and charge or guard reports.

#### (d) Transfers and discharges.

86. When the transfer to the corps of a probationer is confirmed by O. i/c Records, his documents will be disposed of as laid down in the King's Regulations. His duplicate attestation, together with certified copies of his regimental and company conduct sheets, will be sent to O. i/c Records.

87. At stations abroad arrangements will be made for transfers from other corps to be put through a special class of instruction in corps duties; when this has been completed, an entry to that effect will be recorded on the military history page of the duplicate attestation, and in A.B. 64, Part I, and a notification sent to O. i/c Records. This special class will not excuse a soldier from passing through the Training Establishment on arrival in England.

88. On a soldier of the rank of corporal or above being reduced to a rank lower than that of corporal or becoming non-effective, the books in his possession other than R.A.M.C. Training and Standing Orders, R.A.M.C., will be retained by

the company office. On a soldier becoming non-effective R.A.M.C. Training and Standing Orders, R.A.M.C., will be sent direct to the officer commanding depot.

89. On a soldier being transferred to the Army Reserve he will be made acquainted with the rules as to forfeiture of pay laid down in Articles 1213 to 1227, Pay Warrant, 1931. He will be directed to report himself in writing to O. i/c R.A.M.C. Records, and he will be given A.F. D 424 for that purpose. The following certificate will be forwarded with his documents to O. i/c Records: "I certify that No. ...., on transfer to the Army Reserve, has been made fully acquainted with the instructions regarding forfeiture of pay contained in Articles 1213 to 1227, Pay Warrant, 1931. He has been directed to report himself, without delay, to O. i/c R.A.M.C. Records, and A.F. D 424, with postage stamp affixed, has been supplied to him for that purpose. I have explained personally to the soldier the 'Instructions for the guidance of the Reservist' and 'Instructions to Join,' the use of the cash order and railway warrant contained in the Certificate of Identity, and the penalty for improper use of the cash order and railway warrant as laid down in Article 1223, Pay Warrant."

90. The rules to be observed in recording the character and qualifications of soldiers on discharge or transfer to the reserve are laid down in King's Regulations, but in order to assist men in obtaining employment in civil life Os.C. should ensure that the trade qualifications of each man, together with the class of educational certificate which he possesses, are embodied in the character certificate. For those who have "Passed class of instruction" but have not qualified as tradesmen, the entry should be: "Trained in first aid and ambulance duties."

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## SECTION IV.

### (a) Company officer.

91. The company officer will exercise the powers of a company commander, as defined in King's Regulations and, in addition to carrying out the pay duties, will assist the O.C. the company in the capacity of an adjutant in all routine corps duties except those connected with accounts of clothing and equipment. He will render his account to the Regimental Paymaster in the case of units serving at home and to the Command Paymaster at the station, if serving abroad.

92. He will strictly adhere to the prescribed system of accounts, and the following points will be carefully attended to :—

- (a) Every transaction is to be entered and dated at once.
- (b) All moneys received or paid on account of the Barrack Damage Account, or for any purpose whatever on account of the company, are to be shown in the Cash Book (A.B. 69), which will be kept by the company officer.
- (c) All weekly payments are to be made by the company officer, or an officer delegated by him, in the presence of two witnesses who, after the company has been paid, will certify to that effect on the page of the Pay and Mess Book indicated for that purpose. "Casual payments" will be supported by the soldier's receipt for the same and entered in the Pay and Mess Book, the date of issue to be identical with that shown in the Cash Book.
- (d) He will be responsible that the money required for the weekly payments of soldiers doing duty away from headquarters of the company at home, company or detachment abroad, is transmitted to the officer in command, together with A.F. N 1510, in time for the payment to be made on the appointed day.
- (e) The Company Pay and Mess Book (A.F. N 1504) will embody the accounts of detachments doing duty away from headquarters.

93. The Daily Messing Account (A.B. 48) will be signed by the company officer daily, and examined and countersigned by the O.C. the company at the end of each month. All bills connected with the messing of the men and all other claims of tradesmen will be settled by the company officer monthly.

94. Recruits on enlistment will be paid normal rates of pay unless they have been accepted as tradesmen on enlistment.

95. The first charge in the accounts for rate of pay on appointment as a qualified tradesman or to a higher classification must be supported by the original authority of the O. i/c Records. In the case of reversion to a lower grade, the authority must be quoted. All such casualties must appear in Part II Orders of the unit.

96. Pay and Mess Books will be compiled up to and for the last day of each month and will be rendered to the Regimental Paymaster by the 4th of the following month.

97. He will report to the Regimental Paymaster, without delay, when warrants are issued by him to enable the wives

and families of soldiers of the corps on service abroad to proceed to a port of embarkation for the purpose of joining their husbands.

98. He will cause a register to be kept in A.F. B 238, and maintained up to date, showing the duties that each serving soldier would be called upon to undertake in the event of mobilization. He will ensure that a card is in possession of each warrant officer, N.C.O. and private, showing the duty to which he will be appointed on mobilization, and that this card is produced at each kit inspection. Demands for these cards will be submitted by Os.C. companies to O. i/c Records, detachments being supplied by the company concerned.

99. Warrant officers, N.C.Os. and privates who have passed the examinations qualifying them as tradesmen will be advanced to the rate of classification of pay for which they have qualified with effect from the date of appointment as published in Corps Orders.

100. He will be responsible for the preparation of Orders, Parts I and II, daily, initial station, district and other orders received and mark those which are to be entered in the permanent order book.

101. The following entries will be made in the military history sheet and in A.B. 64, Parts I and II, in addition to those referred to in King's Regulations :—

- (a) Passed Class of Instruction, R.A.M.C. Training Establishment, Aldershot.
- (b) Appointments as tradesmen, including grade and classification, advancements and reversions from other grades and classifications as notified in Corps Orders.
- (c) Granting of and reclassification for proficiency pay.
- (d) Completion of special classes of instruction in corps duties for men transferred from other corps at stations abroad.
- (e) Appointments to Queen Alexandra's Imperial Military Nursing Service.
- (f) Completion of three years' training in nursing duties.

102. He will ensure that the Employment Sheet (A.F. B 2066H) is maintained in accordance with King's Regulations.

103. He will cause a progressive record of training and employment to be maintained on R.A.M.C. Form 23 in respect of every soldier on the strength of the company in accordance with the instructions contained thereon, the forms being compiled from the information contained in the register of training referred to in para. 56.

Normally these forms will be kept with the duplicate attestations, but for convenience may be filed in a separate guard book in the custody of the assistant training officer. When personnel are posted for duty away from the headquarters of a company, R.A.M.C. Form 23 will be sent to the O.C. detachment for his perusal and return. The form will be included with other documents forwarded to any company or station to which a soldier is posted, and if found to be incomplete on the soldier's arrival at a new station it will be returned for insertion of the necessary details.

Progress reports will specify the stage reached in the syllabus of training ; if adverse, the reason for the adverse report will be stated. (See also para. 495.)

If action is necessary under the provisions of paras. 82, 83 or 497, this will be recorded in the appropriate column of the form.

The form will accompany all applications submitted to the O. i/c Records for advancement to class II of a trade or for grading as a trained nurse.

Particular care will be taken to ensure that R.A.M.C. Forms 23 are maintained up to date. They will be reviewed twice yearly immediately after the results of the half-yearly corps examinations are received.

104. He will pay due regard by means of regular visits, made not less than once in every three months, to the comfort and well-being of the families occupying quarters.

105. He will make regular and systematic inspections of barrack rooms, institutes, annexes, company store rooms, etc.

106. He will hold weekly fire drills both in barracks and in hospital and will ensure that all fire appliances are in good working order, and that the chemical extinguishers are regularly tested and re-charged.

#### **(b) Assistant training officer.**

107. The company officer will also act as the assistant training officer (unless one is specially appointed), and as such will be responsible to the O.C. for the systematic instruction of warrant officers, N.C.Os. and privates in corps and educational subjects. A nursing sister, the regimental serjeant-major and a specially selected N.C.O. will be detailed to assist him in addition to their other duties.

108. He may communicate directly with the Training Officer on all matters connected with individual training of warrant officers, N.C.Os. and privates.

109. At the headquarter station he will personally undertake the courses of lectures laid down for the training of nursing orderlies and will arrange, when necessary, for special instruction for men who may be backward or whose training has been interrupted by special duties, sickness, etc.

110. He will be responsible that adequate arrangements are made for the instruction of clerks and dispensers.

111. He will encourage N.C.Os. and privates to qualify for promotion, pointing out the advantages as regards service and pension accruing therefrom and will arrange for the instruction of those desirous of doing so.

112. He will arrange for the attendance of N.C.Os. and privates at school in order that they may obtain the educational certificates for promotion or for higher grading and classification for pay.

113. On the arrival of N.C.Os. and privates in the company, he will personally investigate the qualifications of each individual and advise him as to the best course to pursue in order to obtain advancement in the corps.

114. He will ensure that the applications for warrant officers, N.C.Os. and privates to attend the half-yearly examinations are accompanied by the necessary certificates.

115. On the 5th of each month he will render R.A.M.C. Form 22 through the O.C. company to the O.C., R.A.M.C., in the command for transmission to the Training Officer.

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#### SECTION V.—O.C. DETACHMENT.

116. He will perform the duties laid down in paras. 46, 47 and 52 (except that on transfer of men, the documents will be sent to the O.C. the company), 53 to 60, 63 to 68, 73 to 76, and 79 to 90 for the guidance of O.S. companies, and in paras. 93, 94 and 95 (where applicable). Where no quartermaster is present, he will perform the duties laid down in paras. 124 to 131, as far as they are applicable.

117. On receipt of A.F. N 1510 and cheque from the headquarters of the company for the payment of the detachment under his command, he will carefully compare the two, immediately reporting any discrepancy to headquarters.

118. He will be responsible that the men are paid in the presence of an officer, and that each payment is entered in ink on the A.F. N 1510 and signed by the officer and witnesses

at the time of payment. The ration statement on A.F. N 1510 should be completed after the last payment of the month, before returning the forms to headquarters.

119. He will be responsible for the transmission of all vouchers in support of debits or credits to the headquarters of the company.

120. He will render the returns laid down in Appendix I.

121. He will keep the following books :—

Portfolio for attestations (A.B. 234).

Register of letters received (A.B. 193).

Postage book (A.B. 97).

Permanent order book (A.B. ~~127~~).

Daily messing account (A.B. 48).

Cask book and ledger (A.B. 69).

Order books, Part I and II.

Register of R.A.M.C. training.

122. He will correspond direct with the O.C. the company or detachment (if commanding a party doing duty away from a detachment) with regard to clothing and equipment, and with the company officer on matters of pay, but upon questions of discipline he will, as commanding officer, refer when necessary to the O.C. the corps in the administrative area.

123. All routine corps returns and correspondence will be sent to the headquarters of the company or detachment, so that the O.C. may render returns for the whole. Routine corps returns should where possible be sent to the O.C. company in manuscript. Before submitting Part II Orders to the O.C. company, he will see that all casualties are entered, and that the various documents are compared as directed in para. 85.

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## SECTION VI.—QUARTERMASTER.

124. He will be responsible to the O.C. that all duties connected with the accounting for, provision and maintenance of the stores and equipment of the unit, are properly carried out in accordance with regulations.

125. He will be responsible for the safe custody of the arms, accoutrements, kits and clothing of warrant officers, N.C.Os. and privates of the company admitted to hospital, deserters, absentees, men in detention or prison and on furlough.

126. He will take over charge of the quarters and equipment set apart for the company or detachment, and keep an account of the distribution of barrack bedding in the Bedding Account (A.B. 54).

127. He will frequently inspect the barracks, kitchens, out-houses, etc., of the company or detachment, and will endeavour to trace to individuals all damages and losses, so as to guard against general charges being made.

128. He, or his representative, will attend at the delivery of supplies of every description, and will be responsible that the quantities received are in accordance with indents.

129. He will keep the accounts for rations, fuel and light, and be responsible that all returns relating thereto are correctly prepared and rendered.

130. He will be responsible to the O.C. company for all duties in connexion with the clothing and equipment of the company or detachment, for correspondence and returns relating thereto, also that all ledgers are kept up to date and submitted for audit at the end of the defined period, in accordance with the Clothing and Equipment Regulations.

131. He will be responsible for the custody and care of mobilization clothing and equipment of reservists stored at company headquarters.

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## SECTION VII.—SENIOR WARRANT OFFICER OR N.C.O.

### (a) General duties.

132. The warrant officer, or if there is no warrant officer doing duty, the senior N.C.O. will supervise the duties of the hospital establishment under him and be responsible for the discipline of both patients and attendants.

133. Where more than one warrant officer is present the senior will perform the regimental duties, and the next senior will assist him in carrying out such other duties as the O.C. may direct.

### (b) Regimental duties.

134. He will attend all parades and carry out such duties in connexion with the training, drills, etc., of the company or detachment as the O.C. may direct.

135. He will initial all passes for warrant officers and N.C.Os. and men before they are brought to the O.C., and will keep a book in which the names of those proceeding on pass are entered, together with the period over which the pass extends. This book will be handed daily to the orderly N.C.O. who will enter the actual hour of return off pass of each individual and return the book on the following morning to be checked.

136. He will attend the orderly room daily when N.C.Os. and privates are to be seen by the O.C. or when soldiers in arrest are to be disposed of. He will see that the minor offence report is prepared and ready with other documents for action by the O.C. He will see that soldiers in arrest and all witnesses are ready at the appointed hour.

137. He will see that a list of all men confined to barracks is kept in the guard detention room (or duty room where there is no guard detention room), and another with the N.C.O. on canteen duty.

138. He will be responsible for the committal to, and release from, the guard or barrack detention rooms, branch detention or detention barracks, or military prison (as the case may be) at the proper hours, of all soldiers of the corps in arrest or under sentence. He will see that all soldiers about to be tried by court-martial, the escort, witnesses, and court orderly are properly dressed, and marched off in time to reach the court at the appointed hour.

139. He will hold the N.C.Os. in charge of sections or barrack rooms responsible for the immediate return to store of kits or equipment of N.C.Os. and men admitted to hospital, deserters, absentees, etc. In all such cases an Inventory of Kit (A.F. B 253) will be prepared and he will be present while inventories are being taken so as to be in a position to give corroborative evidence as to the result.

140. He will assist in the instruction of all N.C.Os. and men in the duties they will be required to undertake both in peace and war and, under the assistant training officer, he will arrange for the formation of classes of instruction for the training of suitable N.C.Os. and privates as nursing orderlies, clerks, dispensers, etc., and for the preparation of such candidates for the periodical examinations. He will keep the register of N.C.Os. and men undergoing training referred to in para. 56, in which he will enter their daily attendances.

141. He will make it his special duty to encourage and assist eligible and suitable N.C.Os. and privates to prepare for the promotion examinations by arranging special classes of instruction and by personally giving lectures and demonstrations.

142. He will arrange for all men and buglers to attend school until they obtain at least a second-class certificate of education, and he will keep a school register of their attendances.

143. He will take a special interest in the buglers and boys.

144. He will be responsible for the efficient performance of all clerical duties in the company office.

145. He will keep the duty roster and prepare company orders. He will see that copies of the latter are distributed to all departments concerned, and that copies are posted up in barracks for the information of all warrant officers, N.C.Os. and privates.

146. He will visit the barrack rooms, dining rooms, recreation rooms, lavatories, etc., each morning to see that they are clean and tidy. He will see that the N.C.Os. and privates are provided with water for drinking at dinner and that a supply of jugs and drinking vessels is maintained in the dining room for this purpose; that the recreation room is comfortably arranged and adequately provided with the supply of books, periodicals and writing materials.

147. He will impress upon the men the great importance of personal cleanliness and ensure that every man has a hot bath at least once a week. A bathing roll will be kept and prepared for initialling by the company officer weekly. He will see that arrangements are made for each man to be supplied with clean underclothing weekly.

148. He will interest himself in games and sports and will do his utmost to encourage healthy recreation among the N.C.Os. and privates under him.

149. He will perform any other duties the O.C. may consider necessary.

### (c) Hospital duties.

150. He will be responsible for the efficient performance of all clerical duties in the hospital.

151. He will be responsible for the delivery of all letters and parcels to patients in hospital and for the disposal of such for those who have been discharged. He will keep a record of all registered letters in A.B. 101, and of parcels in A.B. 129.

152. When men are discharged from hospital he will parade them at the proper hour for inspection by the orderly officer before handing them over to the N.C.O. whose duty it is to march them to barracks.

153. He will, whenever he leaves the hospital, place a warrant officer or senior N.C.O. present in charge of his duties.

154. In hospitals where a matron and nursing establishment are employed he will in no way be relieved of full responsibility for discipline, but will be careful, in carrying out these orders, not to interfere with the duties assigned to the matron and nursing establishment.

*Note.—In the following paras. Nos. 155 to 177, the duties laid down for the warrant officer or senior N.C.O. will, in wards nursed by sisters, be performed by the sister in charge, as indicated in Regulations for the Medical Services of the Army, and following paragraphs.*

155. He will be responsible to the O.C. for the careful tending of the sick as well as for the good order of the wards.

156. He will see that patients on admission are made acquainted with Orders for Patients (A.F. C 345).

157. He will be responsible that every patient, unless exempted by an officer, has a warm bath immediately after admission and at least once a week afterwards.

158. When any case of illness or accident is brought to hospital or in the event of any accident, emergent illness, or attempted suicide resulting in personal injury occurring, he will cause a medical officer to be informed at once, and pending his arrival will take such steps within the limits of his training as appear necessary to meet the requirements of the case. When a patient is too ill to look after his regimental clothing he will cause the articles to be handed in to the pack store.

159. He will be responsible for the correct distribution of all wines, spirits, and malt liquors ordered for patients, in accordance with the orders of the officers.

160. If any case of a serious nature is in hospital he will visit such patient at intervals, to see that he is being properly cared for, and that nourishment and medicine are administered according to the instructions of the prescribing officer.

161. He will visit the wards at all meal hours, see that the diets are properly distributed and served and that the patients conduct themselves in an orderly manner.

162. He will see that W.Os. and N.C.Os., while patients in hospitals, wear badges or chevrons, denoting their rank, on their jackets. When confined to bed, the badges, etc., will be placed over the bed-head board of the patient.

163. He will see that every patient is in bed by the regulated hour and that no conversation or smoking is permitted

after this hour. He will see that lights are put out, or lowered at the proper time, and will make his report (according to instructions received) to the orderly officer.

164. When a death takes place he will report the occurrence to the orderly officer at once, or where there is no orderly officer, to the O.C. as soon as possible. He will see that the body is reverently prepared for the mortuary and removed thereto with decorum and propriety.

165. When the daily diets and extras have been entered on the diet sheets by the officers, he will, in wards not under the charge of a sister, cause the orderly in charge of each ward to complete and sign the Diet and Extra Sheet Summary (A.F. F 734). He will then check and countersign these forms and transmit them to the steward.

166. He will supervise the dining halls where such are provided. All meals for patients able to attend will be served therein.

167. Sisters or N.C.Os. in charge of wards will daily notify the steward and orderly in charge of the dining hall the numbers of patients ordered to have their meals therein.

168. At the end of each month the Diet Sheets (A.Fs. I 1202) will be completed and passed to the office of the O.C. for filing with the other diet and extra sheets of the hospital.

169. He will take over from the steward the equipment shown on the inventories (which will not include bedding or patient's personal equipment), and will be responsible for the same to the quartermaster, or to the O.C. if there is no quartermaster.

170. He will take over from the steward the regulated quantity of bedding for each ward and will keep the Bedding Account (A.B. 54), in which all bedding drawn from or returned to the steward will be accounted for. All transactions must be entered and signed in this book as they occur, and he will be responsible for the balance of bedding shown therein.

171. He will keep a book in which he will obtain the signature of ward orderlies when posted to wards showing the correctness of the equipment and bedding on their charge. He will frequently inspect the equipment and bedding to ascertain whether any damage has been done thereto, and will check them with the inventories every week and on every occasion of an orderly being relieved or becoming non-effective.

172. When patients are able to look after their equipment, he will obtain their signatures on the counterfoil in the

Hospital Check Book (A.B. 42) as an acknowledgment of their having received it, but when patients are so ill as to be unable to do so he will cause the ward orderly to endorse the book. When sufficiently recovered, the patient will sign the counter-foil.

173. He will immediately report to the O.C. or to the quartermaster in a hospital in which one is doing duty, all damages or deficiencies chargeable against patients and others, as well as breakages of crockery or table glass, which when shown to be caused by accident and not due to carelessness or neglect of reasonable precautions are, in accordance with Regulations for Supply, Transport and Barrack Services, chargeable to the public.

He will at once notify any damage to library books to the quartermaster, or where there is no quartermaster to the O.C. hospital.

174. He will see that no money in excess of the authorized amount is in the possession of a patient and that no articles of diet or extras, books, tracts, pictures or unauthorized articles of equipment are introduced into the wards without the previous sanction of the O.C.

175. He will be responsible that the wards are properly ventilated, lighted and warmed according to the orders of the O.C.

176. In hospitals where an orderly N.C.O. is detailed, he will perform such of the duties mentioned in the foregoing paragraphs as the O.C. may deem advisable. Orders for these duties should invariably be given in writing for the guidance of N.C.Os. so employed.

177. In hospitals where the number of beds require it one or more N.C.Os. will be detailed to perform such of the foregoing duties as may be delegated by the O.C.

**(d) Additional duties in a hospital in which there is no quartermaster.**

178. Where no quartermaster is doing duty in the hospital he will keep the foils for patients' clothing handed into the pack store. When a patient is discharged from hospital he will see that the articles are correctly reissued to him. In the event of a patient's death he will not authorize the removal of the clothing from the pack store without instructions from the O.C.

179. He will receive any money or valuables handed over by a patient or found in his clothing, at once give the patient a receipt for the article on Hospital Receipt Book: Patients'

Valuables, etc. (A.B. 191) and hand the same over to the O.C. the hospital for transmission to the patient's O.C.

180. He will prepare the Monthly Account of Hospital Charges (A.F. O 1643) when necessary for each corps by squadrons, batteries or companies, according to instructions laid down in Regulations for the Medical Services of the Army and Allowance Regulations.

181. He will be responsible for the correct keeping of the Personal Charge Book (A.B. 51), and will prepare for the signature of the O.C. all charges against patients or others for damages and deficiencies immediately they are discovered, in order that the amounts chargeable may be recovered.

#### (e) Duties in mental wards.

182. The warrant officer or senior N.C.O. will be guided by the orders contained in paras. 132 to 181, as far as they apply.

183. In the absence of an officer, he is the only person authorized to seclude, when necessary, a violent or unruly patient. Should he be compelled to seclude a patient without sanction, he will report that he has done so to the officer in charge of the ward at the earliest opportunity. When it is necessary to restrain by force a violent patient, sufficient assistance should first be obtained, so that he may be at once overpowered and irritation and perhaps injury thus prevented both to the patient and attendants. He will record every such occurrence in a book kept for the purpose (journal of daily occurrences), also noting therein the hour at which seclusion or restraint commenced and ceased.

184. In his general intercourse with the patients, his manner should be kind and conciliatory; he should be ready to soothe and encourage the timid, desponding or melancholy, and to repress the audacious and refractory; but the harmless irregularities of patients should never be interfered with, nor any open resistance made to their errors or inclinations.

185. He should, in his demeanour, exhibit strict propriety of conduct and perfect self-control, remembering that patients of unsound mind are more likely to imitate example than follow instructions.

186. He should endeavour to make himself thoroughly acquainted with the habits, dispositions and conduct of all the patients, marking particularly the changes that may from time to time occur in their condition, faithfully reporting the same to the officer in charge. He should cultivate an interest in those placed under his charge and make every endeavour to promote their comfort.

187. Under instructions from the O.C., he will arrange the detail of duties, visit the wards at uncertain hours, assure himself that the attendants are at their respective posts, that the patients are properly cared for and that the routine of the establishment is being carried out.

188. He will visit every part of the mental wards after the patients retire to bed, satisfy himself that the instructions contained in para. 163 are carefully complied with, ascertain that everything is correct and give his final instructions to the night orderlies. The following morning he will make a report to the officer in charge.

189. At his visits during meals he will particularly observe whether any patient refuses his food, and should this occur he will at once report the circumstance.

190. He will frequently visit the patients, whether in the hospital, exercising grounds or outbuildings.

191. He will be responsible that every patient, unless exempted by order of an officer, has a warm bath immediately after admission, and at least once a week afterwards.

192. He will superintend the bathing of all patients, will particularly notice any bruises, wounds, sores or evidence of disease of any kind complained of by them, or noticed by the attendants, and at once report the same to an officer. Should he or the orderlies have the slightest doubt as to the advisability of bathing any patient, owing to sickness, feebleness or excitement, reference will be made to an officer. He will report to the O. i/c of the case the name of every patient not having the customary bath.

193. He will see that in preparing a bath the instructions contained in R.A.M.C. Training are strictly adhered to. In case of the thermometer in use being out of order, all bathing operations will be stopped pending reference to an officer for instructions.

194. He will see that not more than one patient is bathed in the same water and that in no circumstances two patients occupy a bath at the same time. During the time the bath is being used, the room will never be left without an orderly in attendance; at all other times the door is to remain locked, the key being kept in the orderly's room. Under no pretence is the patient's head to be put under water. In the bath the body of each patient is to be well cleansed with soap; after coming out of the bath especial care must be taken to dry those patients who are feeble and helpless, and to clothe them as rapidly as possible.

195. He will be careful that the keys are never left on the bath taps and that they are not used by patients. When not in use they are to be locked up.

196. He will bear in mind that, except when specially ordered, baths are to be used solely for purposes of cleanliness and not as remedial agents. Neither the cold nor the shower bath is ever to be used, unless expressly ordered.

197. Where dining halls are provided he will notify the orderly in charge as to the number of patients ordered to partake of their meals in the hall.

198. In mental wards where the employment of a N.C.O. is authorized, he will act under the senior warrant officer or N.C.O. and perform such of the foregoing duties as may be delegated to him by the O.C. but he will not be allowed to seclude an unruly patient on his own authority.

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## SECTION VIII.—STEWARD.

### (a) General duties.

199. Where a quartermaster is doing duty the steward will, under him, perform the following duties, but in a hospital in which there is no quartermaster they will be performed by the steward, who will then be directly responsible to the O.C. and will obtain his counter-signature to requisitions, etc.

200. He will have charge of the provision, wine and malt liquor stores of the hospital; will be responsible that they are kept well supplied with everything required for the sick but that no undue accumulation takes place; that the supplies first received are all expended before any subsequent supplies are issued; that no loss takes place from neglect or carelessness on the part of the issuers employed in the store, and that all weights and measures are correct. He will maintain sufficient supplies to meet the requirement of the smaller hospitals referred to in the Regulations for Supply, Transport and Barrack Services.

201. He will prepare and sign requisitions for current hospital supplies on the O. i/c Supplies or on contractors, and submit them for the counter-signature of the quartermaster or the O.C. as the case may be. The steward's signature, with rank and appointment, will invariably be attached to requisitions, receipts and counterfoils, the details on which must strictly agree with those on the requisitions.

202. He will draw perishable articles of diet and extras daily. Articles not perishable will be drawn in accordance with Regulations for Supply, Transport and Barrack Services. In small hospitals he will submit an estimate for a month's requirements to the central hospital not later than the 10th of each month.

203. When supplies of any kind are delivered, he will sign on the back of the requisition at the time of their receipt in acknowledgment thereof. Without such acknowledgment the requisition will not be accepted as a voucher in support of the contractor's account.

204. He will examine all articles of diet and extras on their receipt into store and verify their correctness. Should he find anything deficient, short in quantity, or not equal to the standard of the contract, he will at once report to the quartermaster, or to the O.C. He will similarly report any inferior quality of provisions which may be brought to his notice by the cook.

205. He will keep the Stock Book of Supplies (A.F. F 730), in which all receipts and issues will be carefully entered from day to day, to enable the state of the provision account to be inspected and its correctness ascertained at any moment. This account will, after completion and signature by the officer verifying the stock, be retained and filed as an office record.

206. He will prepare the Steward's Diet Record "Provision Ticket" (A.F. I 1218) in duplicate from the Hospital Diet and Extra Sheet Summaries (A.Fs. F 734) sent to him by the sister or N.C.O. i/c of wards, pass the duplicate to the superintending cook and retain the original, to which he will attach A.F. F 734 as an office record.

207. He will issue daily to the superintending cook all articles of diet and extras required for cooking. Wines, spirits and malt liquors will also be issued on receipt of the Hospital Diet and Extra Sheet Summary (A.F. F 734).

208. On the last day of each month he will prepare the Statement of Supplies (A.F. F 731) for the signature of the quartermaster or O.C. and transmission through the unit accountant to the O. i/c Supplies.

209. He will requisition for fuel and light on the Indent Book for Supplies (A.B. 30) and enter all receipts and issues on the Stock Book of Supplies (A.F. F 730). All receipts of fuel will be duly recorded in the Record of Receipts of Coal (A.B. 65) as they occur.

210. He will be responsible for the care of hospital buildings, outhouses and enclosures, and the preparation of necessary demands for repairs. He will at once bring to notice any defect or damage he may at any time discover. Requisition for Urgent Repairs (A.F. K 1306) will be used for urgent repairs, and Requisition and Estimate of Repairs (A.F. P 1923) for those due to damage and chargeable against individuals. Ordinary repairs due to fair wear and tear will be noted for the next Royal Engineer inspection. The cost of damages by individuals must, whenever possible, be assessed against them. He will be present at all inspections of buildings and equipment by the Royal Engineers and O. i/c Barracks.

211. He will be responsible for the furniture, equipment, bedding and stores of all kinds received over from O. i/c Barracks (as laid down in Regulations for the Medical Services of the Army) except the personal equipment of patients and the bedding and equipment of wards which he has handed over.

**(b) Duties in connexion with the linen store,**

212. The following duties will be performed by the steward where no linen storekeeper is authorized. In a hospital where a quartermaster is doing duty the linen storekeeper will be directly responsible to him.

213. He will carefully inspect all articles of bedding, linen, clothing and patients' personal equipment brought for exchange. If any article be found injured or stained, apparently in consequence of neglect, he will at once draw the attention of the person delivering the same to the fact, and will thereupon mark and lay it aside for the inspection of the O.C., with a view to the investigation of the case and the assessment of the amount of damage.

214. He will copy the weekly exchanges of hospital bedding, linen and clothing from Hospital Linen, etc., Check Book (A.B. 200) into Hospital Bedding and Clothing and Washing Account (A.B. 175).

At the end of each month the washing book will be totalled and numbers of each article entered on the Certificate of Exchange, Dirty Hospital Bedding, etc. (A.F. F 702) and Certificate of Exchange, Dirty Hospital Clothing (A.F. F 762), which will be prepared for the signature of the O.C. and transmitted to the O. i/c Barracks accompanied, when necessary, with a certificate as to the washing of articles in excess of the allowance.

He will issue clean linen to wards, etc., on A.B. 200, which will be signed by the sister or N.C.O. i/c of the wards and will

retain this document until an equivalent number of soiled articles has been received.

In the event of an equivalent number of soiled articles not being received from the wards, he will obtain the signature of the sister or N.C.O. in acknowledgment of the deficiency.

215. In the event of the Expense Store Accountant not being able to give an equal number of clean articles in exchange for the soiled ones, a temporary receipt will be taken for any articles not replaced, the number (in words) and description of such articles will be noted and initialled on the back of the requisition and the following added to the certificate on the form: "except those articles noted on the back hereof, for which a temporary receipt has been taken in accordance with the regulations." If this matter is not satisfactorily adjusted without delay by the O. i/c Barracks, a report will be made to the O.C. (*see* Regulations for Supply, Transport and Barrack Services).

216. He will see that the articles received back from the Expense Store Accountant are in a serviceable condition, have been properly washed and are correct as to numbers and description. He will at once report any complaint on these matters to the quartermaster where one is doing duty, or to the O.C. the hospital.

217. He will be careful that the patients' clothing and bed-linen are properly aired before issue.

218. He will keep a Bedding Account (A.B. 54), in which all bedding issued to or received from the matron, senior warrant officer or N.C.O. will be accounted and signed for as they occur.

219. He will keep a record in A.B. 127 of all articles issued on loan to wards, etc., which will be verified at the monthly inspection of equipment. A list of articles on loan will be pasted on the back of the inventory board in each ward.

220. The stock in the linen store will be checked monthly, or more often if necessary, and a Stocktaking Report (A.F. I 1227) prepared for the use of the officer taking stock. This officer will enter the number of articles in stock and pass the sheet to the O.C. the hospital.

221. He will issue kits to patients on admission, Patients' Personal Equipment, Hospital Check Book (A.B. 42) being used for this purpose.

222. He will be responsible for the correct keeping of the Personal Charge Book (A.B. 51), and in it will prepare for the signature of the O.C. all charges against patients or others

for damages and deficiencies of clothing, etc., immediately they are discovered, in order that the amounts chargeable may be recovered.

On the 26th of each month he will compile an Abstract of Personal Charges (A.F. F 738), together with a list, certified by the O.C. the hospital, of articles accidentally broken, and pass it to O. i/c Barracks.

223. He will prepare Requisition for Barrack Stores to be Exchanged, etc. (A.F. F 765) monthly, showing the list of utensils required to be exchanged.

**(c) Duties in connexion with the pack-store.**

224. The following duties will be performed by the steward where no pack-store keeper is authorized. In no circumstances will these duties be delegated to a private. In a hospital where a quartermaster is doing duty the pack-store keeper will be directly responsible to him.

225. When patients are admitted to hospital, the pack-store keeper will receive over the regimental clothing brought to the hospital with the exception of the following, which are retained in the ward :—

- Books, devotional ;
- Boots or shoes, with laces ;
- Braces ;
- Brushes—blacking, clothes, hair, polishing, shaving and tooth ;
- Cap, with badge ;
- Comb, hair ;
- Great-coat (if ordered) ;
- Helmet (at tropical stations) ;
- Razor in case ;
- Shoes, canvas (except in the case of invalids proceeding to Netley) ;

and record the articles in the Check Book, Hospital Pack Store (A.B. 182). He will enter correctly each patient's number, rank, name and unit, and will indicate the condition of each article in the column headed "new," "good," "worn," "bad," as the case may be.

Great care will be observed in registering the articles correctly, so that no dispute may arise on the discharge of a patient from hospital.

226. After completing the inventory, it will be signed by the pack-store keeper and the patient or, in the case of a helpless patient, by the sister or wardmaster as the case may

be, and by the ward orderly handing the kit into store, the original copy being extracted from the book and handed to the quartermaster.

The inventory of the kit will be retained by the quartermaster, warrant officer or senior N.C.O. until the date of discharge from hospital, when it will be handed to the pack-store keeper, who will issue the kit from store.

227. He will at once hand over to the quartermaster or, if there is no quartermaster, to the senior warrant officer or N.C.O., any money or other valuables brought in exceptional circumstances to hospital by a patient, noting in the Pack-Store Check Book the property thus transferred.

228. He will at once send to be washed the underclothing worn by the patient on admission, and also any soiled articles which may be handed in. He will enter a list of these articles in the Pack-Store Washing Book. These articles will be tied in separate bundles, to each of which a list of contents, with the owner's number, rank, name, unit and pack number, will be attached.

229. The person to whom they are handed over for washing will initial the Pack-Store Washing Book, as an acknowledgment of having received the articles. On the bundles being sent back, the clean clothes will be checked, examined and replaced in their respective packs.

230. He will see that clothing is brushed, cleaned and carefully put up on the shelves of the pack-store. Each kit will be labelled with the number of the page in the Pack-Store Check Book in which the inventory is recorded.

231. He will be responsible that the pack-store is at all times dry and well aired, that the clothing is also frequently aired and kept free from moth and damp. Any damage arising from neglect of these precautions will be made good by him.

232. He will not allow access to the packs, nor deliver any articles to patients except under proper authority.

233. Upon the discharge of a patient he will issue the clothing on the production of the foil. The patient will endorse the counterfoil on taking over his clothing.

On the death of a patient the articles will not be issued from the pack-store without instructions from the O.C. the hospital, or quartermaster where one is doing duty.

234. In the case of officers' kits which are handed into the pack-store no inventory need be taken if the baggage containing the articles can be locked or sealed in the presence of the patient; otherwise the procedure outlined above will be carried out.

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**SECTION IX.—TRAINED NURSE AND NURSING ORDERLY.****(a) General duties.**

235. A trained nurse or nursing orderly will act under the immediate orders of the sister or N.C.O. in charge of the ward, to whom he will at once refer in any case of doubt or difficulty. He will be responsible for the care, cleanliness, and nursing of the sick, and attention to their wants.

236. He will carry out such treatment and dressings as may be delegated to him. He will, when working under sisters and staff nurses, afford them every assistance and give prompt obedience to all instructions given.

237. He will carry out his duties in a quiet manner. He will observe the greatest personal cleanliness, and will be particularly careful that his hands and nails are kept perfectly clean by frequent washing and the use of the nail-brush. He will wear a clean white overall whilst on duty in the wards. He will preserve good order in his ward, be punctual and exact in obeying the orders he receives, and in dealing with the sick he will exercise patience, gentleness, and at the same time firmness.

238. He will be responsible for such articles of equipment and bedding as may be handed over to him, the correctness of which he will attest by his signature on assuming charge.

239. In wards where no sisters are doing duty, he will be responsible for the personal equipment of patients who are too ill to look after it themselves, and will endorse the counter-foil in the Hospital Check Book (A.B. 42).

240. He will be responsible for the cleanliness of the ward and its annexes, together with the equipment therein, and also for the care of waterproof sheeting and splints, as the sister or N.C.O. in charge may direct. He will endeavour to prevent any damage to drains owing to dressings, etc., being thrown into slop-sinks or water closets.

241. He will at once remove from his ward and exchange all soiled linen, bedding and clothing, infected articles being specially treated as ordered by the O.C. He will return to the dispensary empty medicine bottles and medicines ordered to be discontinued.

242. He will make himself thoroughly acquainted with Orders for Patients (A.F. C 345) and any special orders relating thereto, and will see that these orders, a copy of which is hung up in a conspicuous position in every ward, are understood and obeyed by the patients.

243. In wards where no sisters are doing duty he will see that every patient is supplied with a clean towel, shirt, pair of socks and handkerchief twice a week, and with clean sheets once a week, or more frequently if necessary.

Towels, handkerchiefs and other cloths must be used only for the special purpose for which they are provided, and changed as ordered. Bath towels will be obtained as required for the use of patients.

244. He will assist in bringing the diets from the kitchen at the proper hours, and distribute them to the patients according to the orders on the diet sheets. He will see that no patient gives any portion of his diet or extras to other patients. After every meal, all utensils which have been used will be washed immediately and put in their proper places, and the diet trays emptied and cleaned.

245. In the event of a patient being seized with sudden illness, or serious symptoms developing, he will immediately report the fact to the sister or N.C.O. i/c of the ward.

246. He will immediately report the occurrence of any irregularity in the ward to the sister or N.C.O. in charge. He will, without delay, bring to notice all loss or damage to articles of hospital or personal equipment.

247. He will see that each patient, who is fit for it, has a warm bath on admission, and at least once a week afterwards. He will obtain instructions from the officer in charge of the case regarding the bathing of a patient whose condition does not permit of it.

248. A trained nurse or nursing orderly whose training is completed, is available for duties other than nursing.

#### (b) Mental nursing orderly.

249. Any N.C.O. or man employed as a mental nursing orderly will be guided by the orders in paras. 182 to 198.

250. He will not permit patients to enter the orderlies' rooms for any purpose; the doors of these rooms will be invariably kept shut, and the observation windows properly fastened; no patient will be allowed in the kitchen, scullery, or store rooms, except on express authority. In the event of loss of keys, the fact will be at once reported to the senior warrant officer or N.C.O.

251. He will not allow a patient to go beyond the hospital precincts, except in the case of parties specially detailed, for which the orderly in charge will be responsible.

252. He will adopt a cheerful, gentle, forbearing, patient and humane manner, both in speech and action, and will set an example of industry, order, cleanliness and obedience. He will manage the patients by tact and kindness, and treat them with perfect candour and truthfulness in all honesty of purpose; no deception should be employed towards them; delusions should not be laughed at nor, on the other hand, is it well to make much of them. Irksome restrictions are to be avoided, and there should be no interference with patients who are doing no harm. Violence on the part of a patient must never be met by similar conduct from an attendant. Profane, angry, irritating or threatening language should be scrupulously avoided, and efforts made to discourage its use by patients.

Anything in the shape of a blow, no matter how slight, or ill-treatment in any form whatever, given to a patient by an attendant, renders the offender liable to prosecution under the Lunacy Acts, which also impose very heavy penalties upon anyone wilfully permitting, assisting, or conniving at the escape of a patient.

253. He will see that the patients are properly clothed, and will encourage them in habits of cleanliness and tidiness. All articles of clothing are to be frequently examined by the orderly and changed when required.

254. A mental nursing orderly has no authority to seclude a patient; should seclusion be necessary, he will report the matter to the warrant officer or senior N.C.O.

255. He will repress all quarrels among the patients and at once report to the warrant officer or senior N.C.O. all accidents, quarrels, attempts to escape, or bodily or mental change in individuals.

256. He will take every precaution to prevent the patients becoming possessed of knives or other weapons, pieces of cord, boot laces, matches, or any articles likely to prove dangerous to themselves or others. With this in view razors or knives belonging to the orderlies will never be taken into the wards. He will also take care that brooms, utensils, etc., used in cleaning are put out of reach when no longer required.

257. He will, as directed, shave, cut the hair and nails of patients, being careful to permit only one patient to be present at a time and not to allow razors, scissors or knives out of his own possession.

258. He will daily examine the fastenings of windows and doors to see that they are secure, and have not been tampered with.

259. He will, in passing to and from the mental wards, be careful to close and secure all doors behind him to prevent the escape of the patients.

260. He will not communicate to any persons information regarding a patient, or convey letters or messages to or from them; all correspondence received is to be taken to the warrant officer or senior N.C.O. for transmission.

261. He will frequently visit the bath-rooms, water-closets, latrines, etc., which are often resorted to by suicidal patients and those addicted to vicious practices.

262. He will be present in the wards at bed-time, see that the patients are all present and that their clothing is neatly folded up and placed outside the wards. He will ensure that they have no matches, bootlaces, pieces of iron, cord, or other articles in their possession or secreted in their bedding, with which they might do mischief or inflict injury.

263. He will frequently examine the patients to ascertain if they suffer from bruises or injuries of any kind which, if present, he will at once report.

264. He will exercise extreme vigilance against fire. In the event of a gas bracket being pulled down, or any escape of gas occurring, he will, if possible, plug the hole and, if necessary, turn the gas off from the entire landing; this should be done quietly to prevent alarm amongst the patients.

265. When detailed for night duty he will take over charge from the time of the patients retiring to bed until relieved in the morning by the day orderly, and during that time will be responsible for the care of the patients.

266. He will visit every ward in his charge hourly during the night, or more often when necessary. He will pay particular attention to the sick and to those cases which may require special watching, to which his attention may have been directed by the warrant officer or senior N.C.O. These visits should be made quietly to avoid disturbing the patients.

267. He will at once report any unusual occurrence to the warrant officer or senior N.C.O. on duty.

268. The names of noisy patients, those talking much to themselves or who may be frequently out of bed, etc., will be noted and reported for the information of the O. i/c. The night orderly will make a report the following morning before going off duty.

269. The following extracts from the Lunacy Act, 1890 (53 Vict. Ch. 5), are published for the guidance of all persons employed in attendance on mental cases :—

“ Section 322.—If any manager, officer, nurse, attendant, servant, or other person employed in an institution for persons of unsound mind or any person having charge of a person of unsound mind, whether by reason of any contract, or of any tie of relationship, or marriage, or otherwise, ill-treats or wilfully neglects a patient, he shall be guilty of a misdemeanour, and, on conviction or indictment, shall be liable to fine or imprisonment, or to both fine and imprisonment at the discretion of the court, or be liable on summary conviction for every offence to a penalty not exceeding £20 nor less than £2.

“ Section 323.—If any manager, officer, or servant of an institution for persons of unsound mind wilfully permits, or assists, or connives at the escape or attempted escape of a patient, or secretes a patient, he shall for every offence be liable to a penalty not exceeding £20 nor less than £2.”

### (c) Special treatment orderly.

270. Any N.C.O. or private employed as a special treatment orderly will be guided by the orders in paras. 235 to 248.

271. He will also see that each patient in his ward is supplied with Instructions to Soldiers suffering from Syphilis (A.F. I 1242) or Instructions to Soldiers suffering from Gonorrhœa (A.F. I 1243).

272. In carrying out treatment, he will act directly under the orders of the O. i/c of the case, and will be responsible that every bed patient receives the treatment ordered.

#### *Duties of a special treatment orderly in charge of the irrigation room.*

273. He will personally supervise all irrigations, and carry out such treatment and dressings as may be delegated to him.

274. He will keep a book in which he will enter the names and times of attendance of patients receiving irrigation and will report to the N.C.O. i/c the name of any patient failing to attend when ordered.

275. He will exercise the greatest care in the sterilization of all instruments and apparatus.

276. He will, when ordered, prepare microscopical slides and specimens of urine, etc., for examination by the O. i/c of the case.

*Duties of a special treatment orderly in charge of the treatment room.*

277. He will sterilize and prepare the apparatus required for intravenous, intramuscular or intradermal injections, and see that all needles are sharpened ready for use.

278. He will pay the greatest attention to personal cleanliness and will invariably wear a white overall and rubber gloves when assisting in the administration of treatment.

279. He will be responsible for weighing syphilitic patients and for obtaining urine for examination on the morning of injections.

280. He will be responsible for the preparation and custody of the files of Venereal Disease Case Cards (A.Fs. I 1247). Details of treatment and progress will not be entered by him.

**(d) Assistant nursing orderly.**

281. A N.C.O. or private employed on ward duties, or under training, will perform such duties as may be allotted to him by the sister or N.C.O. in charge of the ward.

282. He will perform such of the following duties as may be delegated to him. He will light the fires, clean the stoves, sweep and polish floors, clean annexes, including baths, slop sinks, w.c. pans, and night-stools, clean the sister's room, scullery and passage from the corridor to the ward. He will carry away all refuse, soiled dressings and soiled linen from the wards twice daily and scrub the tins and buckets which are used for this purpose. He will make up the fires, sweep up the grates three times a day, bring up the diets, and will see that the scullery and annexes are clean and tidy before going off duty.

**(e) Time-table for ward duties.**

283. The following time-table will be adhered to as far as possible. It is subject to modification by O.C. hospital to meet the special requirements of each hospital.

DAY DUTIES.

From 1st April to 30th September :—

5.30 a.m.	...	...	Reveille.
6 a.m.	...	...	Roll call.
6.5 a.m.	...	...	Wards.

From 1st October to 31st March :—

6 a.m. ... .. Reveille.

6.30 a.m. ... .. Roll call.

6.35 a.m. ... .. Wards.

1st Relief.

2nd Relief.

7.30 a.m. to 7.55 a.m. Breakfast.

8 a.m. ... .. Wards. 8 a.m. to 8.25 a.m. Breakfast.

8.30 a.m. ... Parade.

(Subject to special exemption, all N.C.Os. and privates will attend this parade.)

8.35 a.m. ... Wards.

1st Relief.

2nd Relief.

12.5 p.m. to 1.5 p.m. ... Dinner.

1.10 p.m. ... .. Wards.

1.10 p.m. ... Dinner.



5 p.m. ... .. Tea.

Off duty.

Off duty.

4.30 p.m. to 4.55 p.m. Tea.

5 p.m. ... .. Wards.

8 p.m. ... .. Off duty.

#### PERIODS OFF DUTY.

284. Three hours every day from :—

10 a.m. to 1 p.m., or

2 p.m. to 5 p.m., or

5 p.m. to 8 p.m.

One half-day every week from 2.15 p.m. to 9.30 p.m., or special pass to reveille.

One half-day alternate Sundays.

One whole day once a month from 5 p.m. on the previous day to 9.30 p.m. on the following day (or a special pass to reveille).

#### NIGHT DUTIES.

8 p.m. to 7 a.m.

285. Not to exceed two months' consecutive duty.

A night off duty once a month.

*Meals for orderlies on night duty.*

286. 1st ...	6 p.m. to 7 p.m. ...	Tea, the same as supplied to the company.
2nd ...	10 p.m. to 11 p.m. ...	Dinner.
3rd ...	3 a.m. to 4 a.m. ...	Supper.
4th ...	7 a.m. to 8 a.m. ...	Company's breakfast.

The 2nd and 3rd meals should be taken in the patients' dining hall.

In the larger hospitals a cook should be detailed for two months' night duty to cook these meals.

During meal hours the night sister and nurses will relieve the orderlies, who will go to the dining hall in two detachments for half an hour each.

Bed, 10 a.m. to 5 p.m.

**SECTION X.—OPERATING ROOM ASSISTANT.**

287. When a nursing sister is in charge of the operating room, the operating room assistant will perform such of the following duties as may be delegated to him. Where a nursing sister is not so employed, he will be placed in subordinate charge.

288. He will take charge of all instruments and apparatus in the operating room, will be responsible for their care and devote special attention to all cutting and electrical instruments. He will undertake such minor repairs as he is capable of and recommend whether damaged instruments should be sent to the Army Medical Store, Woolwich, or to the contractors.

289. He will be responsible that the operating room is ready for use at all times, for the sterilization of all dressings, towels, instruments, ligatures, etc., used at operations, and that a sufficiency of sterilized material is ready for emergencies.

290. He will be responsible for the cleanliness, ventilation and heating of the operating room and its annexes, the most scrupulous care being observed in this respect.

291. He will, at all times, exercise the greatest care as to personal cleanliness; and will keep his hair and nails cut short and trimmed. A gown will always be worn and when operations are in progress, a cap and mask in addition.

292. He will, under the instructions of the O. i/c, prepare the more commonly used infusions and antiseptic solutions.

293. He will be responsible that the necessary details of each operation are entered in the Surgical Operation Book (A.B. 485) for completion by the officers concerned.

294. He will report, without delay, any loss or damage to instruments or apparatus held on charge.

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### SECTION XI.—DISPENSER.

295. The warrant officer, N.C.O. or private in charge of the dispensary will be responsible to the quartermaster, or to the O.C. where there is no quartermaster, for the care of the dispensary and its contents, and for all medical stores, surgical instruments and other appliances entrusted to his custody.

296. He will be responsible for the methodical arrangement and economical use of all drugs, and will bring to notice any unusual demand or expenditure. He will take care that sufficient quantities are kept in stock to meet probable requirements and that the medical supplies are issued with regularity and punctuality.

297. He will keep the following articles deemed to be "Poisons" within the meaning of the Pharmacy and Poisons Act, 1933, and subsequent Statutory Rules and Orders amending that Act, in containers distinctly labelled with the name of the article and the word "Poison." He will store the articles detailed in Section I under lock and key in a cupboard in the dispensary set apart for that purpose.

#### SECTION I.

Alkaloids, the following ; their salts, simple or complex :

\*Acetyldihydrocodeinone,

Aconite, alkaloids of, except substances containing less than 0.02 per cent. of the alkaloids of aconite.

Apomorphine except substances containing less than 0.2 per cent. of apomorphine.

Atropine except substances containing less than 0.15 per cent. of atropine.

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\* These poisons are also subject to the additional restrictions under the Dangerous Drugs Acts detailed in paragraph 307.

3. Paragraph 297. SECTION I. *Add* in alphabetical order on pages 44 and 45—

Beta-aminopropylbenzene ; its salts ; its N-alkyl derivatives ; their salts ; beta-amino*isopropyl*benzene ; its salts ; its N-alkyl derivatives ; their salts.

“ Para-aminobenzenesulphonamide : its salts ; derivatives of para-aminobenzenesulphonamide having any of the hydrogen atoms of the para-amino group, or of the sulphonamide group substituted by another radical ; their salts.”



Belladonna, alkaloids of, except substances containing less than 0.15 per cent. of the alkaloids of belladonna calculated as hyoscyamine.

\*Benzoylmorphine.

\*Benzylmorphine.

Brucine except substances containing less than 0.2 per cent. of brucine.

Calabar bean, alkaloids of.

\*Coca, alkaloids of, except substances containing less than 0.1 per cent. of the alkaloids of coca.

\*Cocaine except substances containing less than 0.1 per cent. of cocaine.

Codeine except substances containing less than 1 per cent. of codeine.

Colchicine except substances containing less than 0.5 per cent. of colchicine.

Coniine except substances containing less than 0.1 per cent. of coniine.

Cotarnine except substances containing less than 0.2 per cent. of cotarnine.

Curarine.

\*Diacetylmorphine.

\*Dihydrocodeinone.

\*Dihydrohydroxycodeinone.

\*Dihydromorphine.

\*Dihydromorphinone.

\*Ecgonine except substances containing less than 0.1 per cent. of ecgonine.

Emetine except substances containing less than 1 per cent. of emetine.

Ergot, alkaloids of.

\*Ethylmorphine except substances containing less than 0.2 per cent. of ethylmorphine.

Gelsemium, alkaloids of, except substances containing less than 0.1 per cent. of the alkaloids of gelsemium.

Homatropine except substances containing less than 0.15 per cent. of homatropine.

Hyoscine except substances containing less than 0.15 per cent. of hyoscine.

Hyoscyamine except substances containing less than 0.15 per cent. of hyoscyamine.

Jaborandi, alkaloids of, except substances containing less than 0.5 per cent. of the alkaloids of jaborandi.

Lobelia, alkaloids of, except substances containing less than 0.5 per cent. of the alkaloids of lobelia.

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\* These poisons are also subject to the additional restrictions under the Dangerous Drugs Acts detailed in paragraph 307.

\*Morphine except substances containing less than 0·2 per cent. of morphine calculated as anhydrous morphine.

Nicotine.

Papaverine except substances containing less than 1 per cent. of papaverine.

Pomegranate, alkaloids of, except substances containing less than 0·5 per cent. of the alkaloids of pomegranate.

Quebracho, alkaloids of.

Sabadilla, alkaloids of, except substances containing less than 1 per cent. of the alkaloids of sabadilla.

Solanaceous alkaloids, not otherwise included in this Schedule, except substances containing less than 0·15 per cent. of solanaceous alkaloids calculated as hyoscyamine.

Stavesacre, alkaloids of, except substances containing less than 0·2 per cent. of the alkaloids of stavesacre.

Strychnine except substances containing less than 0·2 per cent. of strychnine.

Thebaine except substances containing less than 1 per cent. of thebaine.

Veratrum, alkaloids of, except substances containing less than 1 per cent. of the alkaloids of veratrum.

Yohimba, alkaloids of.

Allylisopropylacetylurea.

Amidopyrine ; its salts.

Amino-alcohols, esterified with benzoic acid, phenylacetic acid, phenylpropionic acid, cinnamic acid or the derivatives of these acids, except in substances containing less than 10 per cent. of esterified amino-alcohols.

Antimonial poisons except substances containing less than the equivalent of 1 per cent. of antimony trioxide.

Arsenical poisons except substances containing less than the equivalent of 0·01 per cent. of arsenic trioxide. X

Barbituric acid ; its salts ; derivatives of barbituric acid ; their salts ; compounds of barbituric acid, its salts ; its derivatives ; their salts, with any other substance.

Barium, salts of, except barium sulphate.

\*Cannabis ; the resin of cannabis ; extracts of cannabis ; tinctures of cannabis ; cannabin tannate.

Cantharidin except substances containing less than 0·01 per cent. of cantharidin.

Cantharidates except substances containing less than the equivalent of 0·01 per cent. of cantharidin.

Chloroform except substances containing less than 10 per cent. of chloroform.

\* These poisons are also subject to the additional restrictions under the Dangerous Drugs Acts detailed in paragraph 307.

*and except dentifrice containing less than 0·5% of acetarsol.*

Digitalis, glycosides of, except substances containing less than one unit of activity (as defined in the British Pharmacopœia) in two grammes of the substance.

Dinitrocresols ; dinitronaphthols ; dinitrophenols ; dinitrothymols.

Ergot ; extracts of ergot ; tinctures of ergot.

Guanidines, the following :

polymethylene diguanidines ;  
dipara-anisylphenetyl guanidine.

Hydrocyanic acid, except substances containing less than 0.1 per cent. of hydrocyanic acid (HCN) ; cyanides except substances containing less than the equivalent of 0.1 per cent., weight in weight, of hydrocyanic acid (HCN) ; double cyanides of mercury and zinc.

Lead, compounds of, with acids from fixed oils.

Mercuric chloride except substances containing less than 1 per cent. of mercuric chloride ; mercuric iodide except substances containing less than 2 per cent. of mercuric iodide ; nitrates of mercury except substances containing less than the equivalent of 3 per cent., weight in weight, of mercury (Hg) ; potassiomeric iodides except substances containing less than the equivalent of 1 per cent. of mercuric iodide ; organic compounds of mercury except substances containing less than the equivalent of 0.2 per cent., weight in weight, of mercury (Hg).

Metanitrophenol ; orthonitrophenol ; paranitrophenol.

Nux Vomica except substances containing less than 0.2 per cent. of strychnine.

\*Opium except substances containing less than 0.2 per cent. of morphine calculated as anhydrous morphine.

Ouabain.

Oxycinchonic acid, derivatives of ; their salts ; their esters.

Phenetidylphenacetin.

Phenylcinchoninic acid ; salicyl-cinchonic acid ; their salts ; their esters.

Phenylethyhydantoin ; its salts ; its acyl derivatives ; their salts.

Picrotoxin.

Savin, oil of.

Strophanthus, glycosides of.

Thallium, salts of.

Tribromethyl alcohol.

*Sulfonal : alkyl sulfonates*

\* These poisons are also subject to the additional restrictions under the Dangerous Drugs Acts detailed in paragraph 307.

## SECTION II.

Acetanilide ; alkyl acetanilides.

Ammonia except substances not being solutions of ammonia or preparations containing solutions of ammonia ; liquids containing less than 5 per cent., weight in weight, of ammonia ( $\text{NH}_3$ ) ; refrigerators ; smelling bottles.

Formaldehyde except substances containing less than 5 per cent., weight in weight, of formaldehyde ( $\text{H}\cdot\text{CHO}$ ) ; photographic glazing or hardening solutions.

Hydrochloric acid except substances containing less than 9 per cent., weight in weight, of hydrochloric acid ( $\text{HCl}$ ).

Lead acetate except substances containing less than 4 per cent. of lead acetate.

Nitric acid except substances containing less than 9 per cent., weight in weight, of nitric acid ( $\text{HNO}_3$ ).

Nitrobenzene except substances containing less than 0.1 per cent. of nitrobenzene ; soaps containing less than 1 per cent. of nitrobenzene.

Phenols except :

Carvacrol ;

coal tar, crude or refined ;

creosote obtained from coal tar ;

essential oils in which phenols occur naturally ;

medicines containing less than 1 per cent. of phenols ;

nasal sprays, mouthwashes, pastilles, lozenges, capsules, pessaries, ointments, or suppositories containing less than 2.5 per cent. of phenols ;

smelling bottles ;

soaps for washing ;

solid substances containing less than 60 per cent. of phenols ;

tertiary butyl-cresol ;

thymol.

Phenylene diamines ; toluene diamines ; their salts.

Picric acid except substances containing less than 5 per cent. of picric acid.

Potassium hydroxide except substances containing less than 12 per cent. of potassium hydroxide.

Sodium fluoride except substances containing less than 3 per cent. of sodium fluoride as a preservative.

Sodium hydroxide except substances containing less than 12 per cent. of sodium hydroxide.

Sodium silicofluoride except substances containing less than 3 per cent. of sodium silicofluoride as a preservative.

Sulphuric acid except substances containing less than 9 per cent., weight in weight, of sulphuric acid ( $\text{H}_2\text{SO}_4$ ) ; accumulators ; batteries ; fire extinguishers.

298. The poison cupboard will be kept locked when not in actual use and the key will be in the custody of the dispenser when on duty and handed over to the relieving dispenser or orderly officer when off duty.

299. He will not issue any medical equipment for use within the hospital except on a requisition in Hospital Diary, Prescription Book or Ward Book (A.B. 39), signed by the medical officer in charge of the ward, operating theatre or part of the hospital for which the equipment is required. He will initial and date each entry to certify that the equipment has been issued.

300. Prescriptions will only be dispensed by qualified dispensers. Medicines will be carefully labelled and dated, the name of the patient and directions for use being added.

301. If at any time the dispenser is in doubt as to the nature of a prescription or the dose of its ingredients, he will, before dispensing it, refer for instructions to the prescribing officer, or to the orderly officer if the former is not available. In all cases where a prescription contains an unusual quantity of any drug he will ensure that the initials of the prescribing officer have been obtained in confirmation of the dose, before proceeding to dispense it.

302. He will copy in A.B. 39 all prescriptions received for out-patients and will keep the originals filed in corresponding numerical order ready for inspection. He will not dispense or renew any prescription without the written authority of a medical officer officially employed. He will initial and date every prescription which he dispenses.

303. When weighing or measuring poisonous ingredients of prescriptions the dispenser will, whenever possible, obtain a check of the quantities dispensed from some responsible person.

304. He will dispense all poisons, embrocations, liniments, lotions, liquid antiseptics and all liquid medicines for external application in bottles distinguishable by touch from ordinary medicine bottles. He will affix to each bottle a label bearing the words "For external use only" and will add a "Poison" label when the preparation issued consists of any of the substances detailed in para. 297 or contains a percentage of any such substance greater than the minimum specified in that paragraph.

Nothing in this paragraph shall apply to medicines for internal use, including mouthwashes, gargles, nasal douches, throat paints, etc.

305. He will keep and prepare all accounts and forms required for the receipt, expenditure and supply of medical stores, surgical instruments, appliances and medicines.

306. In hospitals of 41 beds and over he will replenish the consumable stores required in the dispensary, X-ray department and laboratory by indent on Indent Book for Supplies (A.B. 30), signed by the O.C., recording such issues in A.B. 39 kept for that purpose.

307. He will ensure that all drugs classified as "dangerous" are dealt with strictly in accordance with the following extract from Regulations for the Medical Services of the Army, 1932, para. 128:—

130' 128. *Dangerous Drugs*.—All original prescriptions containing dangerous drugs written in Prescription Book (A.B. 36) will be initialled by the dispenser and marked with the date on which they are dispensed. The dispenser will file them separately and copy them in a special Hospital Diary, Prescription Book or Ward Book (A.B. 39), to be kept exclusively as a 'Record of Dangerous Drugs Dispensed,' and to be marked accordingly. This book will be kept in safe custody by the O.C. the hospital for a period of two years after the date of the last entry, and will be held available for inspection.

The drugs to which this regulation applies are:—

- (a) medicinal opium ;
- (b) any extract or tincture of Indian hemp ;
- (c) morphine and its salts, and diacetylmorphine (commonly known as diamorphine or heroin) and the other esters of morphine and their respective salts ;
- (d) cocaine (including synthetic cocaine) and ecgonine and their respective salts, and the esters of ecgonine and their respective salts ;
- (e) any solution or dilution of morphine or cocaine or their salts in an inert substance whether liquid or solid, containing any proportion of morphine or cocaine, and any preparation, admixture, extract or other substance (not being such a solution or dilution as aforesaid) containing not less than 0·2 per cent. of morphine or 0·1 per cent. of cocaine or of ecgonine :
- (f) any preparation, admixture, extract or other substance containing any proportion of diacetylmorphine or of the other esters of morphine, and any preparation, admixture, extract or other substance containing any proportion of ecgonine or of the esters of ecgonine ;

*Delete* sub-para. (i) and *substitute*—

- (i) any preparation, admixture, extract or other substance containing any proportion of any of the substances mentioned in sub-paras. (g) or (h) except, in the case of preparations of methylmorphine or ethylmorphine, syrupus codeinæ phosphatis, B.P.C. 1934 and preparations, admixtures or other substances containing not more than 2·5 per cent. of methylmorphine or ethylmorphine (calculated as pure drug) associated with other medicinal substances.

*Insert* in alphabetical order in list of exemptions—

Cocaine Eyedrops—a preparation consisting of an admixture of cocaine in castor oil with mercuric chloride in a proportion of not more than one part in 200 of cocaine and not less than one part in 3,000 of mercuric chloride.

Methylmorphine and ethylmorphine and their respective salts and any preparation, admixture or other substance containing any proportion of methylmorphine (codeine) or ethylmorphine (dionin) associated with an inert substance, whether solid or liquid ; and preparations and admixtures or other substances containing more than 2·5 per cent. of methylmorphine or ethylmorphine (calculated as pure drug) associated with other medicinal substances.



of these substances and of their esters, morphine-N-oxide (commonly known as genomorphine), the morphine-N-oxide derivatives, and any other pentavalent nitrogen morphine derivatives ;

- (h) thebaine and its salts, and (~~with the exception of methylmorphine, commonly known as codeine, and ethylmorphine, commonly known as diopin, and their respective salts~~) benzylmorphine and the other ethers of morphine and their respective salts ;
- (i) any preparation, admixture, extract or other substance containing any proportion of any of the substances mentioned in paragraph (g) or in paragraph (h) of this subsection.

For the purpose of the foregoing provision the expression 'ecgonine' means lævo-ecgonine and includes any derivatives of ecgonine from which it may be recovered industrially, and the percentage in the case of morphine shall be calculated as in respect of anhydrous morphine.

These drugs will not be supplied more than once on the same prescription, provided that, if the prescription so directs, the drugs may be supplied on more than one, but not exceeding three occasions, as directed in the prescription, at intervals to be specified in the prescription. A prescription containing any of the drugs specified above will only be given by a dental officer for the purpose of dental treatment, and will be marked 'for local dental treatment only.'

This regulation will not apply in respect of the following preparations :—

Cereoli Iodoformi et Morphinæ, B.P.C.

Elixir Diamorphinæ et Terpini c. Apomorphina, B.P.C.

Emp. Opii, B.P. 1898.

Lin. Opii, B.P. 1914.

Lin. Opii Ammon., B.P.C.

Linctus Diamorphinæ Camphoratus, B.P.C.

Linctus Diamorphinæ c. Ipecacuanha, B.P.C.

Linctus Diamorphinæ et Scillæ, B.P.C.

Linctus Diamorphinæ et Thymi, B.P.C.

Mixtures of Emp. Opii, B.P. 1898, with other plasters of the British Pharmacopœia 1914 and 1932, and of the British Pharmaceutical Codex.

Mixtures of Lin. Opii, B.P. 1914, with other liniments of the British Pharmacopœia 1914 and 1932, and of the British Pharmaceutical Codex.

Mixtures of Lin. Opii Ammon., B.P.C., with other liniments of the British Pharmacopœia 1914 and 1932, and of the British Pharmaceutical Codex.

Mixtures of Pulv. Ipecac. Co., B.P. 1914, and of Pulv. Ipecac. et Opii, B.P. 1932, with any of the following :—

Hydrarg. c. Cret., B.P. 1914 and 1932.

Acetylsalicylic Acid.

Phenacetin.

Quinine and its salts.

Sodium Bicarbonate.

Mixtures of Ung. Gallæ c. Opii, B.P. 1914, and of Ung. Gallæ Co., B.P.C., with other ointments and plasters of the British Pharmacopœia 1914 and 1932, and of the British Pharmaceutical Codex.

Pasta Arsenicalis, B.P.C.

Pil. Digitalis et Opii Co., B.P.C.

Pil. Hydrarg. c. Cret. et Opii, B.P.C.

Pil. Hydrarg. c. Opio, B.P.C.

Pil. Ipecac. c. Scilla, B.P. 1914.

Pil. Plumbi c. Opio, B.P. 1914.

Pulv. Cretæ Aromat. c. Opio, B.P. 1932.

Pulv. Ipecac. Co., B.P. 1914.

Pulv. Ipecac. et Opii, B.P. 1932.

Pulv. Kino Co., B.P. 1914.

Suppos. Plumbi Co., B.P. 1914.

Suppos. Plumbi c. Opio, B.P. 1932.

Tablettæ Plumbi c. Opio, B.P.C.

Ung. Gallæ c. Opio, B.P. 1914.

Ung. Gallæ Co., B.P.C."

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## SECTION XII.—MASSEUR.

308. When more than one masseur is employed, the senior N.C.O. or private will be responsible for the duties laid down in paras. 309 to 312.

309. He will be responsible for the general care of the apparatus.

310. He will prepare indents for the signature of the O. i/c massage department when new apparatus, or replacements of apparatus, are required.

311. He will be responsible for the cleanliness and good order of the department and for the proper care of all apparatus. He will report at once to the O. i/c when any apparatus is broken, has become inefficient, or is lost.

312. He will keep a register or card index of all patients treated in the department, showing number, name, rank and unit, injury, treatment, dates of attendance and any remarks specially called for.

313. He will carry out massage treatment of patients as ordered by the O. i/c and will on no account exceed these instructions.

314. He will observe scrupulous cleanliness of person and dress at all times. Great care must be taken to preserve the smooth condition of the hands, which must be frequently washed; nails kept clean and well trimmed. While on duty a white overall should always be worn.

315. In dealing with patients he will combine gentleness and tact with firmness in carrying out the treatment ordered. He will at once report to the O. i/c any patient who does not report for treatment in the department if so ordered.

316. He will not express to the patient any opinion as to the progress of the case, and will refer all such questions to the O. i/c.

317. He will draw the attention of the O. i/c the department to any special features he may note in his cases.

318. Masseurs are liable for such other duties as the O.C. may direct.

319. Section XIV, subsection (b), will also be applicable to masseurs when employed in giving electro-therapeutic treatment.

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### SECTION XIII.—LABORATORY ASSISTANT.

320. The senior assistant in a laboratory will take over the barrack equipment, will be responsible to the O. i/c the laboratory for the care and custody of all laboratory equipment, apparatus and stores and for the care, cleanliness and tidiness of the whole of the laboratory premises and contents.

321. He will not issue or lend equipment, apparatus, chemicals or other articles from the laboratory without the prior sanction of the O. i/c, and will be responsible that a proper record is kept and receipt obtained for all authorized issues on loan.

322. He will immediately report to the O. i/c all damages, breakages or losses of laboratory equipment, apparatus or stores.

323. He will be responsible for such clerical duties as may be deputed to him by the O i/c.

324. He will be responsible that all apparatus, utensils, chemical and other laboratory equipment are kept scrupulously clean and stored in methodical order. He will regulate and maintain in good working order all such apparatus as balances, microscopes, incubators, sterilizers, etc. Specially valuable articles (*e.g.*, platinum and delicate glass ware) will invariably be kept under lock and key while not in use.

325. He will be responsible for the efficient sterilization of such glass or other apparatus as may be required by the O. i/c.

326. Under the orders of the O. i/c he will prepare all media, stains and standard solutions. He will see that a sufficient supply of these, including a supply of distilled water, is kept prepared, properly labelled and dated.

327. He will be responsible for the retention and care of all important residues and for the periodical recovery from those of substances of value.

328. Under the orders and, where necessary, the supervision of the O. i/c, he will collect samples of water, sewage, food, air, etc., for analysis, and will carry out such routine procedures as may be delegated to him. He will also assist in the collection, preparation and staining of pathological material.

329. Where laboratory animals are kept, he will be responsible that they are tended, fed and cleaned in a proper manner at fixed hours.

330. Where meteorological records are maintained in connexion with a laboratory, he will be responsible that the necessary observations are taken at the proper times and at once recorded.

331. He will be responsible that when the laboratory is left unoccupied either during his temporary absence or at the end of the working day, all windows are closed and doors locked.

332. He will be responsible that neither oil, gas nor electric light is kept burning unless actually in use and that water is not allowed to run to waste.

333. He will perform such other duties in connexion with the laboratory that the O. i/c may consider necessary.

334. Where more than one laboratory assistant is employed they will perform such of the foregoing duties as may be detailed to them by the O. i/c.

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**SECTION XIV.—RADIOGRAPHER.****(a) General duties.**

335. He will perform such duties as are allotted to him by the radiologist or O. i/c the department.

336. He will be responsible for the cleanliness and ventilation of the department, and for the cleaning, upkeep and storing of instruments and apparatus held on charge. He will report without delay to the O. i/c the department any loss or damage to the instruments or apparatus.

337. He will take charge of the stock of plates, films, paper, drugs, etc., and prepare indents for signature by the O. i/c the department, and will be responsible that all requirements as to stocks and repairs are brought to his notice.

338. He will keep a register or card index in which he will enter the details of all patients undergoing examination or treatment, and will record the report when made by the radiologist or other officer.

339. He will number each plate or film, and will adopt a method of storing or filing which will facilitate easy reference.

340. He will strictly observe all the rules for the protection of X-ray workers and patients, as laid down in the Regulations for the Medical Services of the Army.

341. He will observe scrupulous cleanliness of person and dress at all times. Hands should be frequently washed and nails kept clean and well trimmed. While on duty a white overall should always be worn.

342. In dealing with the patients, he will combine gentleness and tact with firmness in carrying out the examination or treatment ordered. He will report to the O. i/c any patient who declines treatment or who does not attend at the proper time.

**(b) Duties in connexion with electro-therapeutic treatment.**

343. He will, when employed in giving electro-therapeutic treatment, carry out the above duties as far as they are applicable.

344. He will exercise the utmost care in the use of the electro-therapeutic apparatus to avoid giving an electric shock or causing unnecessary discomfort to patients.

345. He will not carry out any therapeutic treatment except by the orders and under the supervision of the O. i/c the department.

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**SECTION XV.—CLERK.****(a) General instructions.**

346. The appointment of chief clerk to D.Ds.M.S., A.Ds.M.S., O.C. depot, O.C. hospital of 150 beds and over and the Training Officer is vested in O. i/c Records. All other appointments as clerks will be effected by O.C. R.A.M.C. in the command and O.C. depot respectively, from the qualified clerks at their disposal, but should they be unable to fill any vacancy they will apply to O. i/c Records.

347. A clerk will observe the greatest secrecy with regard to all official matters dealt with in an office, and any deviation from this rule will be regarded as a breach of discipline. A copy of the Official Secrets Act will be posted in each office and the signature of all clerks will be obtained that they fully understand this Act.

348. A clerk will be liable to be removed from his appointment, on the recommendation of the officer under whom he is employed, for misconduct, negligence or inefficiency.

**(b) General duties.**

349. The senior clerk will be responsible :—

- (a) For the correct and punctual despatch of all business connected with his office.
- (b) For the distribution of the work to the subordinate staff of the office and for their conduct during office hours.
- (c) For the instruction of all junior clerks employed under him, in accordance with the syllabus laid down in Section XXXV.
- (d) That the correspondence of the office is carried out in accordance with the rules laid down in King's Regulations and in the General Instructions for the Registration and Conduct of Correspondence in Military Offices. In military hospitals the registration of all correspondence received and despatched will ordinarily be centralized in the office of the officer commanding.
- (e) That no book, document, or record is removed from the office without authority.
- (f) That the books laid down in Manuals, Regulations, etc., Authorized Scales of Issue and Standing Orders are correctly kept and that all regulations are posted and amended to date.

- (g) That a list of the returns and reports to be rendered periodically, showing the dates and to whom rendered, is kept up to date and posted in a conspicuous place in the office.
- (h) That the Postage Book (A.B. 97) is properly kept and submitted for signature daily.
- (i) For the careful checking of all statistical and corps returns and reports received from out-stations as well as those prepared in his office. He will make himself thoroughly conversant with the official "Nomenclature of Diseases," the "Instructions for the preparation of statistics contained in the Regulations for the Medical Services of the Army," and all regulations bearing on the upkeep of soldiers' documents.
- (j) For the utmost economy in the expenditure of stationery, army forms, books, etc., and for the safe custody of the same.

350. In addition to the foregoing duties the following responsibilities devolve on the senior clerks employed in offices of D.Ds.M.S., A.Ds.M.S., Os.C. military hospitals and on orderly room clerks :—

**(c) Clerk to D.D.M.S. or A.D.M.S.**

351. (a) The examination of all requisitions for medicines, surgical instruments and appliances received and for the clerical accuracy of these documents before submitting them for approval.

(b) The maintenance of a record of all specialist officers in the command or area, according to their various qualifications, showing the duties on which they are employed.

(c) The careful checking of all returns and statistical reports.

**(d) Clerk to O.C. military hospital.**

352. (a) Strict compliance with the instructions for the compilation and rendering of army medical statistical returns contained in the Regulations for the Medical Services of the Army.

(b) The preparation of the Diet Sheet (A.F. I 1202) on the admission of a patient to hospital, and its completion at the end of each month or on the patient's discharge or death. The careful scrutiny of diet sheets to ascertain that they are complete in every particular and filed for reference, when required, by the D.D.M.S., or A.D.M.S. The duplicate sick reports will be retained in the office for reference.

(c) The completion and disposal of Medical History Sheets (A.Fs. B 178) of all patients treated in hospital.

(d) The daily submission to the quartermaster, or the steward where no quartermaster is employed, of a list of men admitted to and discharged from hospital.

**(e) Orderly room clerk.**

353. (a) All orderly room duties, including the upkeep of the personal documents of the men of the unit, and the preparation of Parts I and II Orders.

(b) The upkeep of A.F. B 238 and the punctual rendering of all regimental returns.

(c) The completion up to date of the record of warrant officers, N.C.Os. and men undergoing training as tradesmen.

**(f) Rules for registering, indexing and recording correspondence.**

354. All letters received by, or emanating from an office will be entered and numbered consecutively in the Register of Letters (A.B. 193).

355. The series of numbers will be renewed yearly, the years being given as a sub-number, *e.g.*, 1/37, 61/38. The figures 1 and 61 denote the office number of the letters, 37 and 38 denote the year in which the correspondence was first dealt with. Ample space will be left between each entry to admit of further entries on the same subject being inserted.

356. Letters emanating from the office on subjects not connected with correspondence already registered will be entered in the third column as "Original." In the fifth column the subject-matter of the correspondence will be clearly indicated, essential points only being entered.

357. Should further correspondence be raised on subjects already dealt with and registered in the office, it will not receive a new number, but will be registered to the previous papers, the date of receipt or issue, the manner in which disposed of, being noted in the column of the register for that purpose. All letters, documents, and returns received into or issued from the office will invariably be marked with the office stamp and the register No. of the correspondence. The column of references, if carefully attended to, will form a complete chain of reference.

358. The advisability of retaining copies of correspondence will depend upon its importance or upon the necessity of its being frequently referred to or circulated. If a copy is not kept, the entry in the register will be as complete as possible.

359. A system must be adopted in every office to prevent outstanding papers being overlooked and either of the following methods may be followed :—

- (a) Copies of all correspondence despatched from an office will be reviewed by the chief clerk not later than the following day. All papers for which an answer is required will be marked on the bottom left-hand corner " BF " (bring forward), together with the date on which the answer is expected.

The register clerk will keep a file of the papers so marked in sequence of dates and will bring forward daily to the chief clerk all papers marked " BF " for that day.

- (b) A separate note book in the form of a diary will be kept for all papers to be brought forward. The register No. of a paper marked " BF 30.8.38 " will be entered in the book under that date. This book will be scrutinized daily by the register clerk and the papers bearing the register No. entered under that day will be brought forward to the chief clerk.

360. Correspondence, after being dealt with, will be " put away " by being placed next to the paper bearing the previous register number and the letters " PA " (put away), together with the date, will be noted in column 7 of the register. Papers will not be folded in four or docketed, but laid open one over the other, and each set of a hundred tied up separately and " put away " for easy reference. No correspondence will be put away unless the letters " PA " are initialled by the chief clerk.

361. The index of the register will be kept up daily. In order to ascertain at a glance that all entries have been indexed each number when indexed should be ticked thus 325/37 ✓. To ensure correspondence being easily traced, it will be posted to at least two heads of subject, and in tracing correspondence the index alone will be consulted. Two columns will be ruled on the left-hand side of each page for " Year " and " Register number."

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## SECTION XVI.—HOSPITAL COOK.

### (a) Superintending hospital cook.

362. The superintending hospital cook will invariably hold the rank of N.C.O. ; in his absence the next senior will be responsible for his duties.

363. He will be responsible for the general management of the hospital kitchen and its annexes and for the care and custody of all articles of diet issued for the use of the patients.

He will also be responsible for the care and maintenance of all articles of equipment and will report any damage to apparatus or utensils to the quartermaster or steward.

364. He will allot the various duties in the kitchen to each of the hospital cooks, and will arrange for these to be periodically interchanged so that the kitchen staff may acquire all-round efficiency. He will also issue instructions as to the distribution of the various diets and extras to the dining hall and wards.

365. He will assist the quartermaster or steward in the preparation of the menu and will endeavour to provide the greatest possible variety.

366. He will, on receipt of the Steward's Diet Record "Provision Ticket" (A.F. I 1218) from the steward, demand on Hospital Diets and Extras Sheet Summaries (A.Fs. F 734) all sundries required for the preparation of diets and extras (*see* Allowance Regulations). No article of foodstuff will be drawn unless actually required. Ground almonds, desiccated coconut, capers, essences, gelatine, herbs, pepper, salt, salad oil, spices and vinegar may be demanded in bulk, calculated to last one or two weeks.

367. He will attend at the provision store to receive from the steward the quantities of the articles considered necessary for the preparation of the diets and extras ordered, as shown by A.F. I 1218, the duplicate of which he will file for future reference. These articles will be weighed in his presence, so that he may satisfy himself that the proper quantities are issued. He will report to the steward any articles considered to be of inferior quality or unfit for use.

368. He will be responsible, when meat is received in bulk that it is properly cut up and distributed.

369. He will see that economy is exercised in the preparation of diets, that the diets and extras are ready to be served at the proper hour, and that the carving is done correctly and economically. He will ensure that all food remaining over after the meals have been served is placed in the larder, the door of which is to be locked and the key handed over to the senior hospital cook remaining on duty.

370. He will be responsible for the economical consumption of fuel.

371. He will see that on the termination of the day duties the kitchen and its annexes are left clean and tidy and that all arrangements have been made for the preparation of any diets or extras required during the night.

372. He will ensure that persons employed in the kitchen who may be suffering from any form of sickness are sent without delay for medical examination. Such persons will not remain on duty in the kitchen unless authority to do so has been given by a medical officer.

373. When on duty he will not leave the hospital kitchen without acquainting the next senior in rank as to where he may be found.

#### (b) Hospital cook.

374. A hospital cook will perform his duties under the direction of the superintending hospital cook or senior hospital cook.

375. He will at all times observe the greatest possible cleanliness in his person and clothing, particular care being exercised in the cleanliness of the hands when dealing with articles of food; the finger nails should be kept closely trimmed and clean.

376. He will wear the special cook's clothing supplied whilst performing his duties; no clothing or toilet articles will be kept in the kitchen, larder or annexe used for the storage or preparation of food.

377. Smoking or the consumption of food in the kitchen, larders or annexes is strictly prohibited.

#### (c) General duties.

378. Every care will be taken to see that the meals are ready by the time arranged and that they are served in such manner that they arrive in the wards or dining room in a hot and appetising condition.

379. The bottom of the diet trays will be filled with hot water and the screw caps adjusted before placing food in them.

380. The carving will be done correctly and economically. The meat, with the vegetables, should be placed in the diet tray, the pudding, gravies, sauces, etc., being issued in basins or other receptacles received from the wards for this purpose.

381. Foodstuffs returned from the dining hall or wards will, if suitable, be utilized for other meals. These, and other surplus ingredients likely to be used in making extra dishes, such as rissoles, will be placed in enamelled or earthenware vessels, when these are available, and kept in the larder.

382. Fresh food, which has been prepared during the previous afternoon for consumption on the following day, will be similarly dealt with.

383. No food of any kind is to be allowed to remain in metal vessels.

384. The ingredients for made-up dishes, such as hashes, meat pies, rissoles, etc., etc., will be prepared as short a time as possible before they are served. Such food should be thoroughly cooked and consumed without delay. Preliminary partial cooking and the setting aside of these dishes for consumption later is dangerous.

385. All bones will be collected and kept in separate tins and will not be burnt or mixed with other swill.

386. Care will be taken to ensure the utmost possible cleanliness of everything connected with the preparation of diets and extras. The kitchen, larders, store-room, sculleries and other annexes will be kept scrupulously clean and tidy. All utensils should be kept in a clean state and put away when no longer required for use. No oddments are to be placed in the drawers, cupboards, or on the shelves. It is essential that "there should be a place for everything and everything should be in its place."

387. Tables, dressers, side-boards, pastry boards and chopping boards must be scrubbed daily with soap and water. The floors are to be swept once or twice daily and scrubbed with hot water and soda at least twice a week, or more often if necessary. The windows will be cleaned and the walls brushed down once a week. Paint work will be washed with soap and water.

388. Great care must be exercised in the cleaning and scouring of saucepans, stewpans, etc., and soda should be used for washing greasy utensils. Pans will be filled with water and allowed to stand, if it is not possible to wash them after use. Steamers, sterilizers, boilers and hot-plates should be cleansed with hot water to which a small quantity of soda has been added; the lids and other bright parts or fittings will be polished daily with whiting mixed with a little vinegar or waste lemon caps, and finally with powdered bathbrick. Steel and copper vessels after washing will be scoured with soap and sand, rinsed in cold water and dried thoroughly before putting away. Soda-water or sand will never be used to clean vessels made of aluminium; they will be scoured first with fine ashes, rinsed in warm water and polished with whiting.

389. Particular attention will be paid to the ventilation of the kitchen and its annexes. The windows of larders, where gauze framework is provided, will be kept open as much as possible and the gauze brushed frequently.

390. A description of the various kinds of cooking apparatus in use will be found in the Manual of Military Cooking and Dietary, and instructions given in that manual will be followed as far as they are applicable to hospitals.

391. Great care will be exercised in the management of the cooking range, cooking apparatus, hot-plate, gas stoves, and sterilizers. They will be kept clean and in good working order. Steel parts will be brightened, the outside being black-leaded and polished; the ovens will be swept and cleansed frequently with hot water and soda. The dampers and flues will be swept and raked out daily before lighting the fires.

392. Should boilers, sterilizers or copper utensils require re-tinning the cook in charge will at once report the fact. Cooking in pans which require re-tinning is strictly prohibited.

393. Saucepans, stewpans, or other cooking vessels will not be allowed to remain on the fire without a sufficient quantity of water or other liquid in them to prevent burning.

394. To prevent stoppage of pipes, water only should be thrown down the sinks. A pailful of boiling soda-water should be poured through the trap daily to remove any accumulation of grease.

395. Where necessary, a sufficient supply of hot water will be kept ready for bathing and other purposes.

396. Fires will be extinguished after the last meal has been issued unless required for subsequent use. They should be made up with slack coal and kept as low as possible.

397. When all work has been completed, fires will be drawn, steam valves closed, gas and electric light turned off before the kitchen is finally locked up. Windows will be securely fastened and doors locked, the keys being retained in possession of the hospital cook on duty or handed over to some responsible person as may be ordered.

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#### SECTION XVII.—SANITARY ASSISTANT.

398. He will supervise the collection and disinfection of all infected bedding, clothing and other articles from barracks, hospitals or other W.D. buildings or camps.

399. He will disinfect wards, bunks and other places in hospitals when required.

400. He will carry out the disinfection of married quarters and barracks where infectious disease has occurred, and will be assisted by the regimental sanitary detachment in this duty.

401. He will assist the officer in medical charge of troops in the sanitary supervision of garrison institutes, soldiers' clubs, Y.M.C.A. buildings and other extra-regimental places in the stations.

402. When tests of drainage systems are being made he will accompany the R.A.M.C. officer detailed to carry out these duties.

403. When available, he will accompany the officer in medical charge of troops during his inspections of barracks and camps, and will assist the unit concerned in the supervision of any sanitary work required.

404. He will assist in the collection of samples of water, sewage, air, etc., required for analysis.

405. He will assist the Assistant Director or Deputy Assistant Director of Hygiene in such special clerical duties as may be delegated to him.

406. He will endeavour to keep in touch, as far as possible, with the local civil sanitary inspectors, in order to facilitate investigation of any outbreak of disease.

407. He will bring any sanitary defect he discovers to the notice of the officer under whom he is serving, but will on no account issue any orders himself. Defects requiring urgent attention will be reported without delay.

408. He will, when necessary, be in charge of and manipulate technical apparatus such as that used in connexion with disinfection, disinfestation and water purification. Where such apparatus is held by a unit, he will instruct the regimental sanitary personnel in its proper working and care.

409. He will make himself generally acquainted with the sanitary arrangements and apparatus of all units in his area.

410. He will not assume responsibility for the sanitary condition of any unit, as this is the duty of the O.C. (*vide* King's Regulations).

411. He will perform such other sanitary or general duties for which he may be detailed.

412. He will invariably wear the authorized armlet when carrying out his special duties

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## SECTION XVIII.—OPTICIAN.

413. He will be responsible to the O. i/c the ophthalmic department or centre for the good order and cleanliness of the department and for the care and custody of all equipment, instruments and appliances. X

414. He will be careful that all optical appliances are kept clean and properly adjusted, and will at once report any loss.

3. Page 63. *Insert* :—

## SECTION XVIII A.—CHIROPODIST.

421B. He will work under the general direction of the medical officer of the unit to which he is attached.

421c. He will be responsible for the special equipment issued to him and will render a certificate to the medical officer in charge to the effect that such equipment is complete and in a serviceable condition. This certificate will be rendered on the 30th June and 31st December.

421D. He will teach men how to look after their own feet.

421E. He will treat such minor disabilities of the feet as fall within the definition and scope of chiropody as laid down in the National Register of Medical Auxiliary Services (1940), and defined by the Board of Registration of Medical Auxiliaries as follows :—

“ Chiropody means the treatment of malformed nails and superficial excrescences occurring on the feet (such as corns, warts, callosities), and bunions.”

421F. He will report to the medical officer, for such action as he may consider necessary, all cases of disability of the feet which do not come within his scope as regards treatment.

## 3

421G. He will accompany the medical officer on all occasions when inspections of feet are held.

421H. He will maintain a register of names of men whose feet require his special attention. Details of dates and treatment given will also be recorded.

421J. He will perform such other duties as may be required of him by the medical officer in charge.

421A. He will perform any other duties as ordered by the O. i/c department.

423. The married quarters roll consists of those who are authorized to enjoy the full privileges of the married establishment, such as occupation of public quarters, etc.

424. The married allowance roll comprises those who are granted marriage allowances only and who have not been placed on the married quarters roll.

#### (b) Promulgation of Corps Orders.

425. All Corps Orders issued for general information will be at once republished in local corps orders and promulgated, as far as possible, simultaneously throughout the command.

#### (c) Tenure of special appointments.

426. The tenure of the following special appointments will be for a period of three years :—

The warrant officers, class I, the radiographer and the laboratory assistants at the Royal Army Medical College.

A warrant officer in subordinate charge of " D " Block, Royal Victoria Hospital, Netley.

A specially selected mental nursing orderly employed in " D " Block, Royal Victoria Hospital, Netley.

The N.C.O. and specially selected private (laboratory assistants) employed at the Central Division Laboratory, Royal Herbert Hospital, Woolwich.

A warrant officer or N.C.O. employed as sanitary inspector, Salisbury Plain.

A warrant officer or N.C.O. on the staff of the Army School of Hygiene.

A warrant officer or N.C.O. employed as chief clerk to a D.D.M.S. of command or A.D.M.S. of a district at home or abroad.

A warrant officer or N.C.O. employed in the Army Medical Store, Woolwich.

A warrant officer or N.C.O. employed on the staff of the Experimental Station, Porton.

A chief clerk employed in a hospital of not less than 150 beds.

The senior N.C.O. on the staff of Embarkation Medical Officer, Southampton.

Any N.C.O. posted to the permanent staff of the T.A. or O.T.C.

Also the following appointments at the Depot and Training Establishment :—

Regimental serjeant-major, regimental quartermaster-serjeant, company serjeant-major and quartermaster-serjeant, orderly room chief clerk, chief clerk to the Training Officer and a warrant officer or N.C.O. employed as instructor.

427. Any N.C.O. below the rank of serjeant or a private will not be granted a definite tenure of appointment (except a mental nursing orderly at "D" Block, Royal Victoria Hospital, Netley, and a laboratory assistant at the Royal

7. Para. 427. Last Line. *Delete* " ) " and *add*—

20  
Med. 677 or N.C.Os. and privates on the staff of Recruits' Physical Development Depots, the tour of duty for such appointments being two years (with extension up to one additional year where recommended by the Commandant)).

extended, in very special circumstances, when it is clearly essential for the efficiency of the service, with the sanction of O. i/c Records.

429. A warrant officer or N.C.O. will be employed on general corps duties for a period of one year after the termination of any of the above appointments.

#### (d) Appointments to Queen Alexandra's Imperial Military Nursing Service.

430. Her Majesty Queen Alexandra having been graciously pleased to approve, a certain number of N.C.Os. and orderlies of the R.A.M.C., who by their skill in nursing, their zeal, character, intelligence and education, are pre-eminently fitted for the nursing profession, are eligible for admission to Queen Alexandra's Imperial Military Nursing Service.

431. Any N.C.O. or private is eligible for this distinction provided the following conditions are fulfilled :—

- (a) He has completed three years' training as a nurse, and is in possession of A.F. C 344.
- (b) He is actually employed in, or supervising, nursing duties, or is employed as instructor in nursing duties at the Depot, R.A.M.C.
- (c) He is not of higher rank than serjeant.
- (d) He is specially recommended by the O.C. R.A.M.C. in the command and the O.C. of his unit as being of excellent character and suitable in all respects for appointments to Q.A.I.M.N.S.

(e) He is certified by the matron under whom he was last employed to be above the average in his knowledge of nursing duties and particularly kind and tactful with the sick.

(f) He is clear of entries in the company conduct sheet for one year, in the regimental conduct sheet for two years, and has had no entries for drunkenness at any time. He has had no conviction by court martial nor suffered imprisonment by the civil power.

432. Recommendations will be made in the following form :—

RECOMMENDATION FOR APPOINTMENT TO QUEEN  
ALEXANDRA'S IMPERIAL MILITARY NURSING  
SERVICE.

Army No. \_\_\_\_\_ Rank and Name \_\_\_\_\_  
Age \_\_\_\_\_ Service \_\_\_\_\_

CERTIFICATE A.

Certified that the above-named soldier has worked under me, is of excellent character, and likely to be in every respect a credit to Queen Alexandra's Imperial Military Nursing Service.

He is zealous in his work, above the average in his knowledge of nursing duties, and particularly kind and tactful with the sick.

Place \_\_\_\_\_ (Signature) \_\_\_\_\_  
Date \_\_\_\_\_ Matron, Q.A.I.M.N.S.

CERTIFICATE B.

Certified that the above-named soldier—

(i) Has completed three years' training and been awarded A.F. C 344.

(ii) Has no entry for drunkenness, or conviction by court martial or imprisonment by the civil power.

Date of last entry \_\_\_\_\_

(iii) Is two years clear of a regimental entry \_\_\_\_\_

(iv) Is one year clear of a company entry \_\_\_\_\_

(v) Is of excellent character and likely to be in every respect a credit to Queen Alexandra's Imperial Military Nursing Service.

Place \_\_\_\_\_ (Signature) \_\_\_\_\_  
Date \_\_\_\_\_ O.C. Military Hospital.

Any special recommendations by the following will be attached to the recommendation :—

- (a) The matron.
- (b) O.C. military hospital.
- (c) O.C. R.A.M.C. in the command.

433. In order that the relative suitability of eligible candidates may be compared, the matron and O.C. should bring to notice in their recommendation any special features in the soldier's qualifications and character, especially as regards his skill in nursing, reliability, initiative, zeal, moral character, manner, intelligence and education. The O.C. the corps in a command, in recording his opinion, should state whether he concurs in the remarks of the matron and C.O.

434. The O.C. R.A.M.C. in the command will forward the certificates and recommendations to O. i/c Records for transmission to the D.G.A.M.S. for consideration as vacancies occur in the establishment.

435. Any N.C.O. or private approved for appointment will be so informed by O. i/c Records, who will also notify the fact in Corps Orders. The fact that he has been awarded this distinction will be recorded on his character certificate upon discharge or transfer to the reserve.

436. Any N.C.O. or private of the Q.A.I.M.N.S. will wear a special badge and ribbon, and will be eligible for additional pay at 6*d.* per diem under the provisions of Royal Warrant for Pay.

437. Any N.C.O. or private of the Q.A.I.M.N.S. will be continuously employed as laid down in para. 431 (b).

438. Should a N.C.O.—

- (a) attain higher rank than that of serjeant ;
- (b) be employed as a permanent staff instructor to the Territorial Army or Officers' Training Corps ; or
- (c) be seconded for employment with a colonial government ;

he may be specially recommended to retain his badge whilst serving with the colours and be regarded as supernumerary to the authorized establishment, but will not be eligible to receive additional pay.

439. The appointment to Q.A.I.M.N.S. will be relinquished and the badge returned under any of the following circumstances :—

- (a) On promotion to a rank higher than that of serjeant ; on appointment as a permanent staff instructor to the Territorial Army or Officers' Training Corps ; or

- on secondment for employment with a colonial government, except when specially recommended to retain the badge under the provisions of para. 438.
- (b) On transfer to duties other than those referred to in para. 431 (b), except when such transference is only temporary.
  - (c) For any act involving the forfeiture of medals as laid down in the Pay Warrant.
  - (d) For any act of drunkenness.
  - (e) By order of the G.O.C., on the recommendation of the O.C. the corps in the command, for negligence or inefficiency directly connected with nursing duties.
  - (f) On transfer to the reserve or on discharge, but if he has rendered specially meritorious service he may be recommended as being worthy to retain this honourable distinction, provided (except in very special cases) that he has at least four years' service as a member of Queen Alexandra's Imperial Military Nursing Service.

440. Should any N.C.O. or man possessing this distinction return to regimental duty in a rank not above that of serjeant on completion of employment as a permanent staff instructor to the Territorial Army or Officers' Training Corps, or from secondment with a colonial government; or be recalled from the reserve to the colours, he will not be re-admitted to Queen Alexandra's Imperial Military Nursing Service, nor be eligible for the increased pay, unless he produces satisfactory evidence that he has, during such service, been employed in nursing and has maintained his knowledge thereof.

441. In special cases approved by D.G.A.M.S., any N.C.O. or private may be permitted to retain the badge and continue in receipt of the additional pay although not engaged in nursing duties, provided that there are no approved candidates awaiting appointment.

**(e) Method of showing kit.**

442. With a view to ensuring uniformity in the method of showing kit by soldiers of the R.A.M.C., the method illustrated in Appendix No. 9 will be adopted at all stations.

**(f) Issue of certificates to tradesmen.**

443. Certificates of proficiency will be issued to all warrant officers, N.C.Os. and privates who qualify as tradesmen. Certificates are not issued in respect of advancement to class II, which qualification is obtained without examination.

444. The certificates will be prepared by the Training Officer and forwarded to the War Office for signature by the D.G.A.M.S. They will then be sent to O. i/c Records for safe custody and issue to the soldiers concerned upon their transfer to the army reserve or discharge. As soon as received, each certificate should be signed by the recipient at the foot of the form.

445. In the event of a N.C.O. or private being removed from his trade group under the provisions of para. 82, O. i/c Records will cancel the applicable certificate of proficiency.

#### (g) Corps Forms (R.A.M.C.).

446. A list of Corps Forms (R.A.M.C. and A.D. Corps) used in connexion with other ranks of the R.A.M.C. is contained in Appendix No. 4. Demands for these forms will be submitted by Os.C. companies to O. i/c Records, detachments being supplied by the company concerned.

## PART "B" (TRAINING, ADVANCEMENT AND PROMOTION).

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### SECTION XX.—RULES FOR PROMOTION.

#### (a) General arrangements.

447. While in peace the R.A.M.C. is concerned with the preservation of the health of the troops and the care and treatment of the sick, in war additional duties devolve on the personnel of the medical services, who are then responsible also for the prompt removal of casualties from the battlefield and their subsequent evacuation through field medical units, ambulance trains and hospital ships to general hospitals.

448. The medical units for the field force do not exist in peace but are formed on mobilization being ordered. The number of regular personnel of the R.A.M.C. is not sufficient to complete the establishment of these units, which are made up to strength by the inclusion of partly trained men. It thus happens that many regular N.C.Os. and men are, on mobilization, called upon to officiate in ranks superior to those held by them in peace. It is essential, therefore, that N.C.Os. and men should be trained in peace for the duties they will have to perform in war and should qualify, at the earliest opportunity, for promotion to the rank next above them.

449. Particular care must be taken that N.C.Os., who in peace time are employed solely on the duties of their trade, shall receive periodical training in the general duties of the corps, as these N.C.Os. will, in many cases, be required to perform the general duties of their rank in the units to which they are posted on mobilization.

450. Promotion in the R.A.M.C. is awarded on account of merit and competency in the general duties of the corps to those who possess the necessary qualifications. Seniority alone gives no claim to promotion.

451. The system previously in force, under which qualifications for promotion were gained by examinations, has been modified.

There are now three courses of instruction for promotion, as follows :—

Course of instruction for promotion.	To qualify for
Junior ... ..	Appointment as lance-corporal and promotion to rank of corporal.
Intermediate ... ..	Appointment as lance-serjeant and promotion to ranks of serjeant and staff-serjeant.
Senior ... ..	Promotion to warrant officers, classes II and I (quartermaster-serjeant and serjeant-major).

452. All promotions to substantive rank of N.C.O. or warrant officer and appointments as lance-corporal or lance-serjeant will be made by O. i/c Records. Such promotions or appointments will be made from a general roster of the whole corps at home and abroad, and will be published in Corps Orders.

453. No N.C.O. or private will be permitted to undergo a course of instruction for promotion unless he is in possession of the necessary preliminary qualifications.

454. A N.C.O. or private is not eligible for advancement unless he has been at least six months clear of an entry in the company conduct sheet, twelve months clear of an entry in the regimental conduct sheet, and at least two years have elapsed from the date of conviction or expiration of sentence awarded by court martial.

Any promotion or appointment notified in Corps Orders is subject to the soldier fulfilling the above conditions and being considered locally fit for advancement on the date of the receipt of the Corps Order. Should these conditions not be fulfilled the local commanding officer will withhold such advancement and will at the same time forward an explanation for so doing to O. i/c Records.

455. The following certificates of education are required for promotion to the following ranks and appointments :—

Second-class certificate of education—

Appointments as lance-corporal or lance-serjeant.

Promotion to corporal, serjeant, or staff-serjeant.

First-class certificate of education—

Promotion to warrant officer, classes II and I (quartermaster-serjeant or serjeant-major).

456. On the termination of each course of instruction at the R.A.M.C. Training Establishment, the commandant will furnish a report on each warrant officer or N.C.O. and transmit the same to O. i/c Records.

**(b) Appointment as lance-corporal and promotion to rank of corporal.**

457. Privates of good character, smart and soldier-like bearing, who are eligible as in para. 455, and who hold class III nursing orderly qualification, may apply, and will, if considered suitable by officers commanding companies, be selected to undergo training for non-commissioned rank.

458. The course of instruction for appointment as lance-corporal or promotion to corporal is the junior course of instruction for promotion, and classes will be formed at the headquarter station of each company at any time of the year. The O.C. company will make all arrangements regarding the formation and instruction of the classes and the provision of the necessary equipment. Although privates will not be struck off all duties, every facility must be given for them to receive adequate instruction.

**459. JUNIOR COURSE OF INSTRUCTION FOR PROMOTION.**

**Syllabus of training.**

Detail.	Minimum No. of hours of instruction.	Scope of syllabus.
<b>SUBJECT A.—ELEMENTARY AND R.A.M.C. DRILL AND EXERCISES.</b>		
Stretcher exercises	12	R.A.M.C. Training, 1935 paras. 52–89.
Elementary drill ...	12	Manual of Elementary Drill (All Arms), 1935, definitions (pages vi to viii), sections 1–28, 32–39 and 73–74.
Methods of transport	4	R.A.M.C. Training, 1935, paras. 429–485.

Detail.	Minimum No. of hours of instruction.	Scope of syllabus.
<b>SUBJECT B.—GENERAL DUTIES OF NON-COMMISSIONED OFFICERS.</b>		
Discipline, duties in barracks, camps and on line of march. Guard and picquet duties.	10	Army Act, section 45, and notes thereto (Manual of Military Law, 1929, pages 467-469). King's Regulations, 1935, paras. 512-594, 607-611, 725-730, 920-930, 936-942 and 1259-1273. Field Service Regulations, Vol. I, 1930, sections 141, 144-154 and 157-159. Manual of Elementary Drill (All Arms), 1935, sections 87-92.
A general knowledge of the duties of senior warrant officer or N.C.O., steward, trained nurse and nursing orderly.	6	Standing Orders, R.A.M.C., 1937, paras. 132-286.
<b>SUBJECT C.—DUTIES IN THE FIELD.</b>		
Tent pitching exercises.	4	R.A.M.C. Training, 1935, paras. 90-109.
Contents of medical companion and surgical haversack.	1	Field Service Manual for the Medical Services of the Army, 1932, appendices 13 and 14.
Medical organization in anti-gas measures.	10	R.A.M.C. Training, 1935, paras. 387-428 and 584-637.
Emergency treatment of wounded on the field.		
<b>SUBJECT D.—MILITARY HYGIENE.</b>		
Cause and means of spread of communicable diseases.	3	Army Manual of Hygiene and Sanitation, 1934, chapters III, VI (pages 62-80), VII and VIII. R.A.M.C. Training, 1935, paras. 697-705.
Sanitation of barracks, camps, and wards.		

460. At the termination of the course the O.C. company will conduct a practical and oral examination. If he is satisfied that the soldier has acquired a competent knowledge of the subjects of the syllabus he will sign the following certificate on R.A.M.C. Form 25 :—

Certified that Army No..... Pte.....  
R.A.M.C., has undergone the junior course of instruction for promotion and has a good practical knowledge of the subjects of the syllabus.

He is competent to give instruction in subject A.

Station ..... Signature .....

Date ..... O.C. No.....Coy., R.A.M.C.

This certificate will be forwarded by the assistant training officer to the Training Officer.

Quarterly, on the first day of February, May, August and November, the Training Officer will transmit the certificates received by him during the preceding three months to O. i/c Records, who will record each soldier concerned as having " Passed the junior course of instruction for promotion " on the first day of such month.

461. A private who has passed the junior course of instruction for promotion will be placed by O. i/c Records on the roster for appointment to lance-corporal, his position on the roster being governed by his date of enlistment.

462. Privates will normally be appointed lance-corporal in order of seniority on the above roster. Those who are in possession of a first-class certificate of education and a class I trade qualification (other than dispenser) will, however, take precedence over all others and will be considered for accelerated advancement as from the 1st February or 1st August immediately following the date upon which they have qualified for both the educational certificate and trade qualification referred to above.

463. No private will be appointed to lance-corporal until he has been satisfactorily reported on as to his suitability for promotion and has a minimum of four years' service.

464. At the termination of six months (or earlier if requested by O. i/c Records) from the date of the promulgation of the order by the local O.C. appointing a private to be lance-corporal, a report will be submitted by the O.C. company to the O.C. R.A.M.C. in the command for transmission to O. i/c

Records, stating whether the soldier has proved himself efficient as a N.C.O. and whether his promotion to substantive rank is recommended or otherwise (*see* para. 66).

465. A lance-corporal in possession of a class I trade qualification other than dispenser is eligible for promotion to the rank of corporal without undergoing further training or examination.

**(c) Appointment as lance-serjeant and promotion to rank of serjeant.**

466. The following qualifications are necessary for a N.C.O. to be eligible for appointment as lance-serjeant or for promotion to rank of serjeant :—

- (a) Qualification as nursing orderly, class III.
- (b) Class I trade qualification other than dispenser or pharmacist.
- (c) Dispenser or pharmacist, class I.
- (d) Passed the intermediate course of instruction for promotion.

467. The intermediate course of instruction for promotion will be undergone as follows :—

*At Home.*

As soon as possible after qualifying in Part A of the examination as dispenser, a N.C.O. will proceed under the orders of O. i/c Records to the Training Establishment, where he will undergo instruction in Part A of the intermediate course of instruction for promotion concurrently with Part B of the course of instruction for dispenser (*see* paras. 469 and 636).

If a N.C.O. fails in Part A of the intermediate course or in Part B dispenser's examination he will undergo further training in the subjects in which he failed at his company headquarters.

As soon as a N.C.O. has passed Part A of the intermediate course of instruction for promotion and Part B dispenser's examination, he will be posted to a hospital for duty and training in Part B of the intermediate course of instruction for promotion.

Arrangements for instruction will be made by the assistant training officer of the company concerned.

*Abroad.*

The intermediate course of instruction for promotion will be commenced after a N.C.O. has qualified as a

dispenser. Parts A and B may be undergone separately or concurrently as may be most convenient, but a N.C.O. may not present himself for examination in Part B until he has qualified in Part A. The instruction in Part A will be given by the regimental serjeant-major or a senior N.C.O.

468. Both at home and abroad, the N.C.O. undergoing Part B of the intermediate course of instruction for promotion will be attached in turn to the various departments of a hospital for a period of at least one month in each, and the warrant officer or N.C.O. in subordinate charge will be responsible to the assistant training officer for the instruction.

Although it may not be possible for the N.C.O. to be struck off all other duties, every facility must be given so that he may receive adequate instruction in the routine duties of each department.

The assistant training officer will test the N.C.O. once weekly during the course.

#### 469. INTERMEDIATE COURSE OF INSTRUCTION FOR PROMOTION.

##### Syllabus of training.

##### Part A.

Detail.	Minimum No. of hours of instruction.	Scope of syllabus.
SUBJECT A.—ELEMENTARY, CEREMONIAL AND R.A.M.C. DRILL AND EXERCISES.		
Elementary drill, ceremonial drill and formations and movements of field ambulances.	10	Manual of Elementary Drill (All Arms), 1935, definitions (pages vi to viii), sections 1-28, 32-39 and 73-74. Manual of Ceremonial, 1935, definitions (pages ix to xiv) and sections 1-10 and 47-53. R.A.M.C. Training, 1935, paras. 28-51.
Stretcher exercises, loading of ambulance vehicles and transport of wounded.	10	R.A.M.C. Training, 1935, paras. 52-89 and 429-485.

Detail.	Minimum No. of hours of instruction.	Scope of syllabus.
<b>SUBJECT B.—FIELD DUTIES AND WAR ORGANIZATION.</b>		
Tent pitching exercises; camps and bivouacs; field cooking.	8	R.A.M.C. Training, 1935, paras. 90-109 and 114-119.
Medical services in the field (general principles, organization and functions).	8	R.A.M.C. Training, 1935, paras. 120-307.

**SUBJECT C.—MILITARY HYGIENE.**

Cause and means of spread of communicable diseases; general sanitary measures; sanitation of barracks and camps; care of feet.	8	Army Manual of Hygiene and Sanitation, 1934, chapters II (pages 14-20) and III-IX.
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**Part B.**

**SUBJECT D.—THE DUTIES OF STEWARDS, PACK AND LINEN, STOREKEEPERS AND THE KEEPING OF EQUIPMENT LEDGERS.,**

Practical instruction in the general duties of stewards, etc., for one month, with special reference to Standing Orders R.A.M.C. and those portions of Allowance Regulations and Regulations for the Supply, Transport and Barrack Services applicable to these duties.

(In India the instruction in this subject may be theoretical only.)

**SUBJECT E.—PAY DUTIES.**

Practical instruction in pay duties for one month :—

- (a) Pay Warrant.
- (b) Financial Instructions.
- (c) Instructions for officers commanding companies in pay duties.

SUBJECT F.—ORDERLY ROOM PROCEDURE, INCLUDING THE FRAMING OF CHARGES, MEDICAL RETURNS AND STATISTICS.

Practical instruction for one month :—

- (a) Safe custody, completion and disposal of documents.
- (b) Preparation of returns and statistics.
- (c) Compilation and distribution of Orders, Parts I and II.
- (d) Courts martial, mode of concluding correspondence in connexion therewith.
- (e) Arrangements *re* postings, transfers, discharges, transfers to army reserve, etc.
- (f) Method of keeping the postage register.

470. At the termination of each part of the course the Commandant, Training Establishment, or O.C. company will satisfy himself that the training has been carried out in accordance with the syllabus and, by practical and oral examination, ascertain that the N.C.O. has a practical working knowledge of the duties. He will then furnish to the Training Officer on R.A.M.C. Form 25, for transmission to O. i/c Records quarterly on 1st February, May, August and November, whichever of the following certificates is applicable. O. i/c Records will then record the N.C.O. as having "Passed the intermediate course of instruction for promotion, Parts A and (or) B," from *the first day* of such month.

Certified that Army No. .... Rank .....  
 Name ..... R.A.M.C., has attended the minimum periods of instruction laid down and has undergone Part A of the intermediate course of instruction for promotion. He has a good practical knowledge of the subjects of the syllabus and is competent to give instruction in subjects A, B and C.

Station ..... Signature .....

Date ..... O.C. No. .... Coy., R.A.M.C.

OR

Certified that Army No. .... Rank .....  
 Name ..... R.A.M.C., has already passed Part A of the intermediate course for promotion and has undergone three months' practical instruction for Part B in the various departments of a military hospital. He has a good practical knowledge of subjects D, E and F.

Station ..... Signature .....

Date ..... O.C. No. .... Coy., R.A.M.C.

**(d) Promotion to rank of staff-serjeant.**

471. A serjeant qualified as in para. 466 is eligible for promotion to the rank of staff-serjeant without further qualification.

**(e) Promotion to rank of warrant officer (classes II and I).**

472. A staff-serjeant is not eligible for promotion to the rank of warrant officer, class II (quartermaster-serjeant), unless he is in possession of the following qualifications :—

- (a) First-class certificate of education.
- (b) Passed the senior course of instruction for promotion.

473. A staff-serjeant who is in possession of a first-class certificate of education is eligible to undergo the senior course of instruction for promotion and, if desirous of doing so, will make application to his O.C. on or before 15th May or 15th November.

474. The senior course of instruction for promotion will be undergone as follows :—

**Part A.**

*At home.*

O. i/c Records will order the N.C.O. to join the Training Establishment on a date arranged in conjunction with the commandant. Part A will then be undergone at the Training Establishment for four weeks, and on its completion the N.C.O. will rejoin his company.

*Abroad.*

The assistant training officer will make the necessary arrangements for the instruction.

**Part B.**

*At home and abroad.*

This portion of the course will invariably be carried out at the headquarter station of a company and the assistant training officer will personally supervise the instruction.

The N.C.O. will not be struck off all other duties, but he must be afforded all possible facilities to obtain a thorough practical knowledge of the subjects in order to fit him for the duties of a warrant officer.

### 475. SENIOR COURSE OF INSTRUCTION FOR PROMOTION.

The examination is divided into two parts, A and B. Either part may be taken separately or both may be taken together.

The examination in subject A will be practical and oral only, and may take place any time after the completion of the course.

The examination in Part A, subjects B and C, and Part B, subjects D, E, and F, will be written, practical and oral; and will be held half-yearly in May and November together.

A N.C.O. will be recorded as having passed the senior course of instruction for promotion from the date of that May or November examination by which the whole examination has been successfully completed.

#### Syllabus of training.

Detail.	Minimum No. of hours of instruction.	Scope of syllabus.
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#### Part A.

##### SUBJECT A.—CEREMONIAL AND R.A.M.C. DRILL AND EXERCISES.

Ceremonial drill ...	10	Manual of Ceremonial, 1935, definitions (pages ix to xiv) and sections 1-10 and 47-53. R.A.M.C. Training, 1935, paras. 28-42.
Formations and movements of field ambulances.	8	R.A.M.C. Training, 1935, paras. 43-51.
Stretcher exercises...	10	R.A.M.C. Training, 1935, paras. 52-89.
Laying out of camps	4	R.A.M.C. Training, 1935, para. 110.

Detail.	Minimum No. of hours of instruction.	Scope of syllabus.
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**Part A—continued.**

**SUBJECT B.—MILITARY LAW.**

12	Manual of Military Law, 1929, chapters I, III, IV, V, VI and XII (only a broad knowledge of these chapters is required). The Army Act, preliminary, Part I (less sections 57-71 and 75); Part II, section 99 only; Part IV, sections 138, 140, 145, 154, 157, 158, 161 and 164; Part V (less sections 177-181 and 185-188). Rules of Procedure, rules 1-56 and 105-125, appendix I. Memorandum on pp. 763-770. (The use of the Manual of Military Law and King's Regulations will be permitted at the examination.)
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**SUBJECT C.—MILITARY HYGIENE.**

Value of hygiene, environment in relation to health; causes and means of spread of communicable diseases; disease vectors; general and special sanitary measures; purification of water.	} 12	A general knowledge of military hygiene as contained in the Army Manual of Hygiene and Sanitation.
Ward hygiene; disinfection.		R.A.M.C. Training, 1935, paras. 697-705. Regulations for the Medical Services of the Army, 1932, paras. 588-607.

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Detail.	Minimum No. of hours of instruction.	Scope of syllabus.
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### Part B.

#### SUBJECT D.—MEDICAL ADMINISTRATION.

Regulations bearing on the general administration of the medical services of the army.	12	A general knowledge of Regulations for the Medical Services of the Army and Standing Orders, R.A.M.C. (The use of these books will be permitted at the examination.)
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#### SUBJECT E.—CLOTHING AND EQUIPMENT REGULATIONS.

Regulations for the clothing and equipment of the R.A.M.C.	12	A detailed knowledge of Clothing Regulations and Equipment Regulations as far as they are applicable to the R.A.M.C. (The use of these regulations will be permitted at the examination.)
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#### SUBJECT F.—ORGANIZATION OF THE MEDICAL SERVICES IN WAR AND ARRANGEMENTS FOR MOBILIZATION. THE GENEVA CONVENTION.

	12	Field Service Regulations, Vol. I, 1930, sections 68, 112-125 and 145. R.A.M.C. Training, 1935, paras. 120-307, 387-428, and 489-492 (and pages 177-187).
		A general knowledge of Regulations for Mobilization and the contents of the Field Service Manual for the Medical Services of the Army. (The use of Regulations for Mobilization will be permitted at the examination.)

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476. A warrant officer, class II, is eligible for promotion to warrant officer, class I, without undergoing further examination.

**(f) Appointment to a commission as quartermaster.**

477. Appointment to a commission as quartermaster is made by selection from the warrant officers, class I.

**(g) Refresher courses.**

478. Warrant officers and N.C.Os. arriving from overseas who have not previously undergone Part A of the intermediate or senior courses of instruction for promotion at the Training Establishment will, if necessary, undergo a refresher course, which will not usually exceed one month.

479. Should a warrant officer or N.C.O. be reported at any time to be inefficient in the general duties of the corps owing to long employment as a tradesman or from any other cause, the O.C. R.A.M.C. of the command will arrange, in conjunction with O. i/c Records, for him to attend any of the courses of instruction for promotion or any portion of them if he considers that the warrant officer or N.C.O. will thereby be rendered efficient. The circumstances will be notified by the assistant training officer to the Training Officer.

**(h) Qualifications for advancement and promotion.**

480.

Present rank.	Qualifications required.	For advancement or promotion to—
Private ... ..	(i) Second-class certificate of education. (ii) Nursing orderly, class III. (iii) Passed junior course of instruction for promotion. (iv) Completed 4 years' total service.*	Lance-corporal.
Lance-corporal...	(i) As above (ii) Class I trade qualification other than dispenser or pharmacist.	Corporal.

\* Service as a boy not to count for the purposes of this paragraph. In cases, however, where a boy obtains a first-class certificate of education before transfer to the ranks, his service may count from the date he reaches the age of 17 years.

Present rank.	Qualifications required.	For advancement or promotion to—
Corporal ...	(i) Second-class certificate of education. (ii) Class I trade qualification other than dispenser or pharmacist. (iii) Dispenser or pharmacist, class I. (iv) Passed intermediate course of instruction for promotion.	Lance-serjeant.
Lance serjeant...	Ditto	Serjeant.
Serjeant ...	Ditto	Staff-serjeant.
Staff-serjeant ...	(i) First-class certificate of education. (ii) Class I trade qualification other than dispenser or pharmacist. (iii) Dispenser or pharmacist, class I. (iv) Passed senior course of instruction for promotion.	Warrant officer, class II. (Quartermaster-serjeant).
Warrant officer, class II. (Quartermaster-serjeant).	Ditto	Warrant officer, class I. (Serjeant-major).

## SECTION XXI.—ARRANGEMENTS FOR GENERAL TRAINING AND CLASSIFICATION AS TRADESMEN.

### (a) (i) General arrangements.

481. The responsibility for the training and education of the warrant officers, N.C.Os. and privates and the proper conduct of the various examinations for qualification as tradesmen or for promotion rests with the O.C. R.A.M.C. in each command.

482. The co-ordination of the various classes of instruction and examinations and the maintenance of a uniform standard of attainment is vested in the Training Officer. His duties include the general supervision of the education and arrangements for the technical training of the warrant officers, N.C.Os. and privates at home and abroad. He will act in close liaison with the War Office, O. i/c Records, O.C. depot

and the various hospitals and institutions where training is carried out, and will be afforded every facility to observe such training.

483. The courses of instruction in the various companies will be supervised by the company officers, who are appointed assistant training officers for this purpose.

484. The Training Officer is authorized to communicate direct with the assistant training officers, and *vice versa*, on all matters connected with the training of individuals.

485. In order that the Os.C. R.A.M.C. in the commands, Os.C. companies and detachments and the Training Officer may be kept informed of all training arrangements, the assistant training officer will, on the last day of each month, prepare R.A.M.C. Form 22, showing details of all warrant officers, N.C.Os. and privates who are undergoing training, including that for promotion. He will, at the same time, embody any observations and recommendations considered necessary. No soldier shall be removed from training without the concurrence of the Training Officer. This return will be signed by the O.C. company and forwarded to the O.C. R.A.M.C. in the command, who will transmit it to the Training Officer. The Training Officer will then cause to be prepared a numerical summary, which he will forward to the War Office for the information of D.G.A.M.S. A copy of this summary will be sent to O. i/c Records.

486. In the following institutions the Commandant or O.C. is personally responsible for the training of men as tradesmen and the Training Officer will communicate directly with him on all matters regarding the instruction :—

- Royal Army Medical College.
- R.A.M.C. Training Establishment.
- Army School of Hygiene.
- R.A.M.C. School of Hospital Cookery.
- R.A.M.C. School of Massage.
- R.A.M.C. School of Dispensing.
- “ D ” Block, Royal Victoria Hospital, Netley.
- Royal Herbert Hospital, Woolwich (*for special treatment orderlies only*).
- Army Medical Store, Woolwich.

487. Assistant training officers will arrange for all classes of instruction other than those carried out at the above-named institutions.

488. The officers named in paras. 486 and 487 will ensure that no warrant officer, N.C.O. or private is permitted to

commence a course of instruction unless he is in possession of the necessary preliminary qualifications as defined elsewhere in these Standing Orders.

489. Assistant training officers will arrange with the other officers concerned for the necessary adjustment of duties to enable warrant officers, N.C.Os. and privates to attend the courses of instruction and examinations.

490. Every private must undergo training as a nursing orderly, class III, so that he may have a knowledge of nursing duties. Great importance will be attached to this subject and every assistance will be given to privates to obtain the qualification.

491. Every N.C.O. and private will be encouraged and given facilities to obtain educational certificates.

492. The importance of qualifying for promotion will be emphasized and the advantages accruing therefrom to those who attain promotion early in their career explained.

493. O. i/c Records will keep the Training Officer informed as to the number of tradesmen needed and the latter officer will, as far as possible, select men for training in the special subjects for which they are most suited.

494. The Training Officer will keep a record of all soldiers under training as tradesmen.

495. Whenever a soldier is posted to another company or station, the assistant training officer will be responsible that R.A.M.C. Form 23 is completed to date in all respects and in such a manner as to show exactly how the soldier is situated as regards training. A note will also be made on R.A.M.C. Form 22 that this has been done. (See para. 103.)

With reference to paras. 510 (c) and 511 (b), periods spent at the depot preparing for a tour of service overseas, on the journey to and from stations abroad, on furlough or on temporary duty in camps, etc., may count towards the period of employment required for advancement to class I or class II.

496. In the event of a soldier whose name has been entered for an examination being transferred to another company, an immediate communication to this effect will be sent to the Training Officer and O.C. R.A.M.C. in the command concerned.

497. Any soldier undergoing training as a tradesman who is reported by his commanding officer to the Training Officer as unsuited for the duties by reason of misconduct or lack of diligence, and whose removal from the class is recommended by the Training Officer, will not be permitted to attend any other course or sit for any examination, including that for

promotion, for a period of twelve months. The O.C. R.A.M.C. in the command and O. i/c Records will be informed of the circumstances. An appropriate entry will be made on R.A.M.C. Form 23.

498. Should a candidate fail in any part of an examination (*see* para. 530) the Training Officer will decide as to the procedure to be adopted. Each case will be decided on its merits, but to ensure uniformity of practice the following general principles are laid down for guidance :—

- (a) When the candidate has gained 50 per cent. of marks in each subject, but has not gained 60 per cent. of the total for all subjects, he may be permitted to attend the next examination without further training.
- (b) When the candidate has failed in one subject only but has gained 60 per cent. of the total marks for all subjects he may be re-examined in that subject only, with or without further training. If a candidate has been twice examined in one subject only, and has failed on each such occasion, he will be re-examined in all subjects. This is not applicable in the case of clerks who fail only in the typewriting test.
- (c) When the candidate has failed in more than one subject but not more than half of the subjects of the examination, he will be re-examined in all, but will only be required to undergo further training in the subjects in which he has failed.
- (d) When the candidate has failed in more than half of the subjects the question of his further training as a tradesman will be considered.

499. In the case of a tradesman who has not been employed as such and for whom a refresher course is considered desirable, a report will be submitted to the Training Officer, who will forward the application to O. i/c Records with his remarks.

500. In those cases where a refresher course of instruction is arranged for the training of class I tradesmen, the instruction will be based on the syllabus of training laid down for the instruction of class III tradesmen. Any necessary amendments will be issued by the Training Officer to Os.C. R.A.M.C. in commands on or about 1st January annually.

501. The following instructions will be observed when submitting names of candidates for the refresher courses referred to in paras. 678, 693 and 734 :—

- (a) particulars of candidates for these courses to be submitted to the Training Officer, R.A.M.C., one month prior to the commencement of the course ;

- (b) only names of candidates recommended and otherwise eligible in accordance with the provisions of Standing Orders, R.A.M.C., should be submitted ;
- (c) the officer commanding unit should state whether the services of the candidate can be dispensed with for the period of the course if no relief is available ;
- (d) in the case of laboratory assistants, the specialist officer in pathology should state the period of training required at the R.A.M. College.

502. A corporal or private will be employed, whenever possible, in the duties of his trade, in order that his efficiency may be maintained.

#### (a) (ii) Special arrangements.

503. In small commands abroad where facilities do not exist for training as class I in certain special trades other than dispensing, a soldier will be permitted to train and qualify as a nursing orderly, class I, whilst employed in his own trade, modified employment arrangements being made accordingly by his O.C.

If he so prefers, he may present himself for examination in class I of his trade, provided the O.C. company certifies that the soldier concerned possesses training and experience equivalent to the standard required for such classification. The certificate will be attached to R.A.M.C. Form 21 when the examination papers are forwarded to the Training Officer.

On return to the home establishment and subject to the interests of the service such a soldier may attend a refresher course in class I of his trade.

504. Any special case in which it will not be possible for training to be given or examination to be carried out in accordance with the preceding paragraph will be reported immediately to the Training Officer, through the O.C. R.A.M.C. in the command concerned. In order, however, to prevent as far as possible cases of hardship to individuals arising through lack of training facilities in certain commands, O. i/c Records will use his discretion when posting soldiers for service abroad in so far as the exigencies of the service will allow.

#### (b) General principles.

505. The selection of a soldier for training as a tradesman is determined by the requirements of the service ; he has no claim to be trained in any particular subject unless such a subject is a qualification for promotion.

506. He will not be eligible for training as a tradesman unless he has " Passed class of instruction " at the Training Establishment, except as provided in para. 87.

507. As a general rule a tradesman will not be permitted to commence training in another trade (except nursing orderly, class III) unless he has at least twelve months to serve after the completion of the course of instruction.

508. The qualifications of nursing orderly, class III, and dispenser are trades in addition to being requirements for promotion, and a soldier will not be permitted to take up training in more than one trade at the same time. In the case, however, of soldiers undergoing training in a trade other than nursing orderly, where the qualification of nursing orderly, class III, is essential for advancement to class II of that trade, the instruction for nursing orderly, class III, may be carried out during the period of employment defined in these orders as necessary for such advancement.

The probationary employment for hospital cooks is not regarded as training for a trade within the meaning of the above paragraph.

509. A soldier qualifying as a tradesman will be eligible for class III after he has passed the examination held at the termination of the initial course of instruction, provided he has at least twelve months' service.

510. He will be eligible for advancement to class II provided he has :—

- (a) Completed two years' total service, including the period occupied in recruit training.
- (b) Qualified as a nursing orderly, class III.
- (c) Been employed in his duties as a class III tradesman for the period applicable to his trade.
- (d) Been certified to have carried out the duties of his trade during this period in a satisfactory manner and to have become efficient therein. R.A.M.C. Form 24 will be signed by the specialist officer or matron under whom he is serving and will be countersigned by the O.C., who, if he concurs, will forward it to O. i/c Records.

511. He will be eligible for advancement to class I provided he has :—

- (a) Completed three years' total service, including the period occupied in recruit training.

(b) Been employed in his trade duties for a further period of one year after qualifying for class II, during which he will undergo a refresher course of instruction lasting at least three months, arranged by the specialist officer under whom he is serving.

(c) Passed the examination for class I.

512. The qualifications required under paras. 510 and 511 will be modified in the cases of a nursing orderly, hospital cook, dispenser, and those in possession of recognized civil qualifications, as specified in the sections dealing with those tradesmen.

513. A warrant officer, N.C.O. or private who is qualified for appointment as a tradesman under the provisions of R.A.M.C. Standing Orders, 1914, or the Supplement thereto, will retain his eligibility for grading and classification without requalifying.

#### (c) Procedure for retesting.

514. A soldier reduced in rank to below that of serjeant will be retested as under for the purpose of determining his eligibility to retain tradesmen's rates of pay, and in the case of a private the class for which he is qualified :—

(a) The retest, which will be oral and practical, will be held by a local examining board convened by the O.C. unit as soon as possible after a soldier's reduction.

(b) The retest will be carried out in the trade and class in which the soldier was mustered prior to reduction, but in cases where the soldier holds more than one class I trade qualification other than dispenser the retest will, subject to the requirements of the corps, be carried out in the trade selected by the soldier. In no case will the retest be made in the trade of dispenser.

(c) In the event of a class I tradesman failing to requalify for that class, the examining board will state for what lower class he is considered to be qualified.

Should a soldier not be considered fit for any classification, he will be required to requalify in the lowest class of his trade at a subsequent half-yearly corps examination, in accordance with the normal provisions of these Standing Orders.

(d) A soldier who does not pass the efficiency test, but who holds another trade qualification, may elect to be tested in the latter trade at a subsequent half-yearly corps examination in lieu of the trade for which he

was retested locally, but in such case trade pay will not be retrospective.

- (e) Soldiers will not be examined in the additional qualifications necessary for certain trades.
- (f) Reductions in rank owing to inefficiency in a trade will be dealt with as in para. 82 of these Standing Orders.

#### (d) Civil qualifications.

515. A recruit may be enlisted as a tradesman or graded as such within one month after enlistment :—

- (a) if he is in possession of a recognized civil qualification ;  
or
- (b) is considered to have sufficient knowledge of the duties to be up to the standard of class III ; or
- (c) who re-enlists having already been classified as a tradesman on his former engagement. Reclassification will be subject to the conditions laid down in Regulations governing the issue of Tradesmen's Rates of Pay.

516. The Training Officer will arrange to have recruits under para. 515 (a) and (b) tested and will furnish his recommendation to the O.C. Depot before they are finally approved for enlistment. A special report will be sent by the Training Officer to O. i/c Records in each case.

517. A recruit accepted as a tradesman under para. 515 (a) and (b) will, provided the Training Officer is satisfied as to his trade testing and general character, be classified in class III and will (except dispensers who are not as a rule mustered and paid as such in the R.A.M.C.) draw the pay of a tradesman from the date of enlistment. Such a recruit normally will be required to continue training and employment in this trade.

518. A soldier who is in possession of a recognized civil qualification will be eligible for class I when he fulfils the requirements laid down for those in possession of civil qualifications under the various trades in Sections XXV—XXXVIII.

519. A warrant officer, N.C.O. or private who is in possession of a first-class certificate of education and has qualified as a class I tradesman may, if serving at home and the exigencies of the service permit, undergo a special course of instruction at a military or civil institution not exceeding three months, with a view to obtaining a recognized civil qualification in his special subject.

520. Applications for such special course of instruction will be submitted, in the first instance, to the Training Officer, who, if he concurs, will forward the application with his remarks to O. i/c Records.

521. If approved by O. i/c Records the Training Officer will make the necessary arrangements for training and attendance of the candidate at the examination.

522. No additional expense will be incurred by public funds either in connexion with the training or examination, all necessary fees being defrayed by the candidate himself.

523. No warrant officer, N.C.O. or private can claim the right to such training.

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### SECTION XXII.—ARRANGEMENTS FOR EXAMINATIONS.

524. The examinations for trade qualifications and for promotion will be held twice yearly, commencing on the third Monday in May and November, except those held at the following institutions, when the examinations will be conducted at the termination of the courses :—

- Royal Army Medical College.
- R.A.M.C. Training Establishment.
- Army School of Hygiene.
- R.A.M.C. School of Hospital Cookery.
- R.A.M.C. School of Massage.
- Army Medical Store.

525. The O.C. R.A.M.C. in a command will notify the Training Officer, not later than the 15th of the preceding month, the number of candidates expected to attend each examination. The O.C. R.A.M.C. in a command abroad will cable this information sufficiently early to permit of the examination papers being despatched by post in time for the examination.

526. The examinations will be held as a rule at one central station in the command but when this is not practicable, arrangements should be made with the Training Officer at the same time as the notification referred to in para. 525.

527. The local arrangements for the conduct of the examinations will be made by the O.C. R.A.M.C. in the command, who will detail the president and members of the board of examiners (except where otherwise ordered). The written part of the

6. *Insert* new paragraph—

531A. Candidates who obtain 80 per cent. or more of the total marks in an examination for a class I trade qualification or the Senior Course of Instruction for Promotion and who have completed an examination of outstanding merit in all respects, may be recommended by the board of examiners for the award of "Distinguished". In all cases where a candidate has obtained this percentage the board will record their recommendation in the "Remarks" column of R.A.M.C. Form 21 and will add a short statement showing the reason on which they have based their opinion that the award should be granted or withheld.



examinations will be conducted in accordance with the timetable issued by the Training Officer. The oral examination will follow without delay.

528. The utmost care is to be taken to ensure secrecy in connexion with the examination papers. The sealed envelopes are only to be opened by the president of the board immediately before the examination, in the presence of the candidates. In the event of any packet of examination papers being received with broken seals or bearing signs of having been tampered with in any way, the president of the board will immediately report the circumstances of the case by letter to the D.G.A.M.S., and a copy of the letter will be sent to the O.C. R.A.M.C. in the command. The latter officer will then arrange for a Court of Inquiry to be held, and the proceedings will be transmitted to the Under-Secretary of State (A.M.D. 1), The War Office.

529. Five questions in each subject will be given in the written examinations, of which four only will be answered by the candidate. At least four comprehensive questions will be asked in each subject at the oral examinations and specimens of the questions asked should be forwarded with the proceedings of the board.

530. The marks allotted to each question in the written examinations will be shown on the examination papers and the candidate will be considered to have passed a satisfactory examination if he has gained 50 per cent. of marks in the combined written and oral portions of each subject, with a total of 60 per cent. for the whole examination. This standard will be referred to as "qualifying marks" (*see* para. 498).

531. On the termination of the written examination the board will correct the papers in red ink and assess the number of marks allotted to each answer. Any special annotations will be made in the margin.

532. On the completion of the examination the board will render a separate report for each candidate on R.A.M.C. Form 21, showing the marks gained. This form will be signed by the president and each member of the board of examiners, who will embody thereon any special recommendations they may consider necessary for the guidance of the Training Officer. In the case of candidates who have been examined in Part "B" dispensing, the board will render the following certificate:—"Certified that the candidate is qualified in practical work, that the practical work has been conducted strictly according to the instructions, and that in our opinion he is fit for the duties of a dispenser of medicines."

The examination papers of each candidate will be enclosed in his R.A.M.C. Form 21 and securely fastened together. These will be placed in a sealed envelope, together with a nominal roll of all the candidates, and despatched by the president, by registered post, direct to the Training Officer, within 14 days of the termination of the written examination.

533. The Training Officer will carefully scrutinize the examination papers and will satisfy himself that the marks allotted by the various boards conform to a general standard, for which purpose he may obtain the assistance of such officers as are specially qualified in the subjects of the examinations. He will, after consultation with O. i/c Records, record his decision as to the result of the examinations. In the case of A.F. C 344 the examination papers will be forwarded by the Training Officer to the president of the home board, with whom the decision as to the results of the examination will rest.

534. A nominal roll giving particulars of the candidates and the result of each examination will be forwarded by the Training Officer to O. i/c Records.

535. The president and members of the boards of examiners will regard the proceedings as strictly confidential.

536. The results of the examination will be notified by O. i/c Records to the Os.C. R.A.M.C. in the commands, who will arrange for each candidate to be informed. Should O. i/c Records find that a candidate is not eligible for the qualification he will cancel the examination. The names of the successful candidates, with details of the qualifications they have obtained, will be notified in Corps Orders. No examination will be valid unless the regulated period of training has been carried out.

537. The Training Officer will furnish a numerical return of the result of each examination to the War Office, for the information of the D.G.A.M.S., embodying any remarks he may consider necessary.

538. The subjects of the examinations will be as laid down in the various syllabuses and the examinations will be written, practical and oral, except where otherwise stated.

539. The composition of the various boards of examiners will be as follows, the president being invariably an officer of field rank, but in those small commands abroad to which all members shown below are not posted, the O.C. R.A.M.C. in the command may modify the composition of the board so as to comply as nearly as possible with these requirements:—

7. Paragraph 539. Page 95.

Delete "Trained nurse—Class I." and detail, and substitute—

*At home*

*At home*

2  
Gen.  
1362

Trained nurse  
—Class 1

\*Consulting Physician or  
Consulting Surgeon to the  
Army.  
The Principal Matron at the  
War Office.  
1 officer, R.A.M.C.

D.G.A.M.S.

O.C. R.A.M.C. in command.

*Abroad*

*Abroad*

1 senior officer, R.A.M.C.  
(specialist in medicine or  
surgery).  
1 officer, R.A.M.C.  
1 matron, Q.A.I.M.N.S.

O.C. R.A.M.C. in command.

Add footnote to page 95—

\* Alternate years.



## (a) EXAMINATIONS FOR TRADE QUALIFICATIONS.

Examination for—	Composition of board of examiners.	To be detailed by—
Nursing orderly— Class III.	2 R.A.M.C. officers ... 1 matron or sister, Q.A.I.M.N.S.	} O.C. R.A.M.C. in command.
Class I ...	Ditto ...	
Mental nursing orderly— Class III	O. i/c "D" Block, Royal Victoria Hospital, Netley 1 R.A.M.C. officer	} O.C. R.A.M.C. in command.
Class I ...	2 R.A.M.C. officers	
Special treatment orderly— Class III.	Specialist in venereal diseases, Royal Herbert Hospital, Woolwich. 1 specialist in venereal dis- eases.	} O.C. R.A.M.C. in command.
Class I ...	2 R.A.M.C. officers, including 1 specialist in venereal dis- eases (if available).	
Trained nurse— Class I.	<i>At home</i> 1 senior officer, R.A.M.C. (specialist in medicine or surgery). The Principal Matron at the War Office. 1 officer, R.A.M.C. ...	} <i>At home.</i> D.G.A.M.S. O.C. R.A.M.C. in command.
	<i>Abroad</i> As for at home, except 1 matron, Q.A.I.M.N.S., for the Principal Matron at the War Office.	
Operating room assis- tant— Class I.	2 R.A.M.C. officers to include 1 specialist surgeon. 1 matron or sister, Q.A.I.M.N.S.	} O.C. R.A.M.C. in command.
Radiographer— Class III.	3 R.A.M.C. officers, including 1 specialist surgeon and 1 radiologist.	
Class I ...	Ditto (if available) ...	} Commandant, R.A.M. Col- lege. O.C. R.A.M.C. in command.

Examination for—	Composition of board of examiners.	To be detailed by—
Masseur— Class III.	2 R.A.M.C. officers, including 1 specialist surgeon and 1 specialist physician. 1 N.C.O. masseur or a mas- seuse.	} O.C. R.A.M.C. in command.
Class I ... ..	Ditto (if available)	
Laboratory assis- tants— Class III.	<i>Part A.</i> —2 R.A.M.C. officers, including a specialist in pathology. <i>Part B.</i> —2 R.A.M.C. officers, including a specialist in hygiene.	} Commandant R.A.M. College.
Class I ... ..	3 R.A.M.C. officers, including 1 specialist in pathology and 1 specialist in hygiene.	
Dispenser— Class I.	3 R.A.M.C. officers, to include, if possible, one specialist in medicine.	O.C. R.A.M.C. in command.
Sanitary assistant— Class III.	Commandant, Army School of Hygiene. 2 R.A.M.C. officers, including 1 specialist in hygiene.	} Commandant, Army School of Hygiene.
Class I ... ..	3 R.A.M.C. officers, including 1 specialist in hygiene	
Hospital cook— Class III.	O.C. School of Hospital Cookery. 1 quartermaster, R.A.M.C. ... 1 matron or sister, Q.A.I.M.N.S. 1 superintending cook (not the instructor).	} O.C. School of Hospital Cookery. O.C. R.A.M.C. in command.
Class I ... ..	<i>At home</i> —As above ... .. <i>Abroad</i> — O.C. military hospital ... 1 quartermaster, R.A.M.C. 1 matron or sister, Q.A.I.M.N.S. 1 hospital cook, class I ...	
Clerk— Class III	3 R.A.M.C. officers, including 1 adjutant or registrar. 1 quartermaster, R.A.M.C.	} O.C. R.A.M.C. in command.
Class I ... ..	Ditto ... ..	

## (b) EXAMINATIONS FOR PROMOTION.

Examination for—	Composition of board of examiners.	To be detailed by—
Junior course of instruction for promotion.	O.C. company.	
Intermediate course of instruction for promotion— Part A.	Commandant R.A.M.C. Training Establishment, or O.C. company.	
Part B ... ..	O.C. company.	
Senior course of instruction for promotion— Subject A.	2 R.A.M.C. officers ... ..	Commandant, Training Establishment, or O.C. R.A.M.C. in command.
Subjects B to F	3 R.A.M.C. officers, including a quartermaster.	O.C. R.A.M.C. in command.

Delete Section XXIII and substitute :—

SECTION XXIII.—ARRANGEMENTS FOR GENERAL TRAINING AND THE CLASSIFICATION OF TRADESMEN UNDER WAR CONDITIONS.

540. Under war conditions, the procedure laid down in Sections XXI, XXII, and XXIV Royal Army Medical Corps, and Sections V and VI Royal Army Medical Corps (Territorial Army), of these Standing Orders will be held in abeyance until the cessation of the war or until such date as may be notified by the War Office. The following special procedure will be adopted in lieu and instructions relating to special courses or intensive training to meet requirements in individual trades, will be issued as the need arises.

541. The following may be accepted as tradesmen on enlistment provided the O.C. depot, training centre, establishment or unit to which the recruit may be first posted is satisfied as to his trade qualifications and general character :—

- (a) *As Nursing Orderly*.—(i) A recruit who is in possession of the First Aid and Home Nursing Certificates of the St. John Ambulance Brigade for England, Wales, and Northern Ireland, the St. Andrew's Ambulance Corps for Scotland, the British Red Cross Society, or is in possession of any qualifying certificate for first aid and nursing issued by any of the following :—

The British Red Cross Society.  
The St. John Ambulance Brigade.  
The St. Andrew's Ambulance Association.  
The National Fire Brigade Union.  
The London County Council.

Only those civilian certificates which were gained prior to the outbreak of hostilities will entitle the holder to the qualification of Nursing Orderly, Class III, on enlistment, without a trade test. (For certificates gained subsequent to the outbreak of hostilities, see paragraph 545.)

- (ii) A recruit who has completed three years as a medical student at one of the recognized teaching hospitals or universities.

R.A.M.C.—Sec. XXIII.

or is in possession of any qualifying certificate for first aid and nursing issued by any of the following :—

- The British Red Cross Society.
- The St. John Ambulance Brigade.
- The St. Andrew's Ambulance Association.
- The National Fire Brigade Union.
- The London County Council.

(ii) A recruit who has completed three years as a medical student at one of the recognized teaching hospitals or universities.

(b) *As hospital cook.*

A recruit who is in possession of a qualifying certificate from a service school of cookery, a school of domestic economy or other such school of reputable authority.

(c) *For all trades.*

A recruit who is in possession of any civil or service qualification referred to in these Standing Orders.

A recruit thus accepted will be classified in class III of his trade and will draw pay of that grade from the date of enlistment.

542. A recruit accepted as a tradesman under para. 541 will, if he is in possession of any of the undermentioned certificates, be eligible for advancement to class I of his trade provided he has :—

- (a) Completed special recruit training in war ;
- (b) Completed one year's total service ;
- (c) Been recommended by his O.C. ;

and, in addition, in the case of—

- (d) Certificates referred to under (2) to <sup>(14)</sup>~~(16)~~ below, and qualified as a nursing orderly, class III.
- (e) Certificates referred to under (3) to (7) below, and qualified in subject " B " of the dispenser's syllabus.
- (f) Certificate referred to under (11) below, has passed practical test at the R.A.M.C. School of Hospital Cookery.
- (g) Certificates referred to under (12) to (14) below, and qualified in subjects " B " and " C " of the sanitarian assistants' syllabus.

*Certificates.*

(1) The certification of registration as a Male Nurse under the Nurses Registration Acts of Great Britain, Scotland and Ireland.

Faint, illegible text, possibly bleed-through from the reverse side of the page. The text is arranged in several paragraphs and is too light to transcribe accurately.

See para 551

- (b) *As Hospital Cook.*—A recruit who is in possession of a qualifying certificate of a service school of cookery, a school of domestic economy, or other such school of reputable authority.
- (c) *For all Trades.*—A recruit who is in possession of any civil or service qualification referred to in these Standing Orders.

A recruit accepted as a tradesman under sub-paragraphs (a), (b) and (c) above will be classified in Class III of his trade and will draw the pay of that classification from the date of enlistment.

A recruit who is able to produce any of the certificates enumerated in sub-paragraphs (a), (b) or (c) above, or proof that he possesses any of the qualifications mentioned in this paragraph, will be reported at once to the Officer i/c Records, R.A.M.C., who will arrange for his mustering.

A recruit who is unable to produce the certificate or authentic proof that he possesses the qualification, will be instructed to send for whichever is applicable and will be informed that until this has been produced, he cannot be mustered in his trade. Pending production, such recruit will be provisionally accepted and notified to Officer i/c Records, R.A.M.C., as being subject to verification, and that Officer will be immediately informed when the certificate or proof has been produced.

542. A recruit accepted under paragraph 541 as a tradesman will, if he is in possession of any of the undermentioned certificates, be eligible for advancement to Class I (one) of his trade, provided he has :—

- (a) completed six weeks' whole time employment in his special trade at the medical unit to which he is posted ;
- (b) been recommended by his Commanding Officer ;
- (c) in the case of certificates (4) to (8) has received instruction in Subject " B " of the dispenser's syllabus for a period of one week, and passed a trade test at the end of this period. This course will normally be held at the School of Dispensing prior to posting from No. 1 Depot and Training Establishment, but where this is impracticable, Officers Commanding will arrange for this instruction to be given by duly qualified personnel ;
- (d) in the case of certificates (13) to (15), has undergone a course of instruction in Subjects " B " and " C " of the sanitary assistants' syllabus, and passed a trade test at the end of this period. This course will normally be held at the Army School of Hygiene.

Provided that :—

- (e) he has been instructed in the military knowledge necessary for Royal Army Medical Corps soldiers ;
- (f) he is employed exclusively on his specialist duties.

NOTE.—A recruit in possession of one of the following certificates is not required to qualify as a Nursing Orderly, Class III.

#### CERTIFICATES, ETC.

(1) The certificate of registration as a Male Nurse under the Nurses Registration Acts of Great Britain, Scotland or Ireland.

(2) The certificate of registration as a Male Mental Nurse under the Nurses Registration Acts of Great Britain, Scotland or Ireland.

(3) The Certificate of Proficiency in Mental Nursing granted by the Royal Medico-Psychological Association of Great Britain and Ireland.

(4) Druggists and Chemists Qualification of the Pharmaceutical Society of Great Britain.

(5) Licentiate of the Pharmaceutical Society of Ireland.

(6) Colonial qualification as Pharmacist, registered as such by the Pharmaceutical Societies of Great Britain or Ireland.

(7) Certificate as Assistant to an Apothecary of the Society of Apothecaries of London.

(8) Certificate as Assistant to an Apothecary of the Society of Apothecaries of Dublin.

(9) Certificate as Masseur of the Chartered Society of Massage and Medical Gymnastics.

(10) Certificate of the Pathological and Bacteriological Assistants' Association.

(11) The Diploma of Membership of the Society of Radiographers.

(12) (a) Cordon Bleu Certificate and Medal issued by the National Training College of Domestic Subjects (formerly known as the National School of Cookery).

(b) Passed the Cordon Bleu Medical Course, *i.e.*, in possession of :—

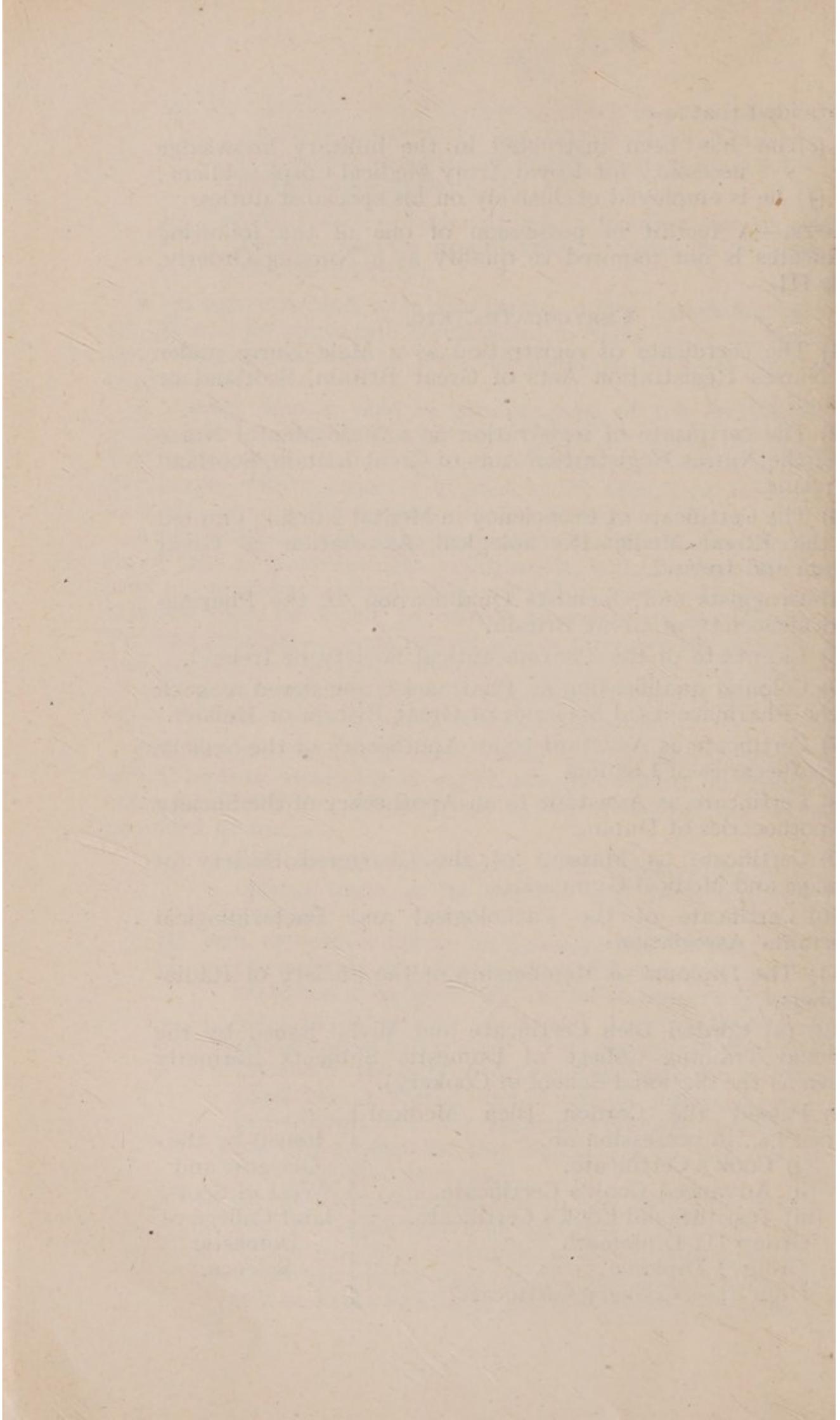
- (i) Cook's Certificate.
- (ii) Advanced Cook's Certificate.
- (iii) Institutional Cook's Certificate.

(c) Group III Diploma.

(d) Group I Diploma.

(e) High Class Cookery Certificate.

} Issued by the  
Glasgow and  
West of Scot-  
land College of  
Domestic  
Science.



(2) The Certificate of proficiency in Mental Nursing granted by the Royal Medico-Psychological Association of Great Britain and Ireland.

(3) Druggists and Chemists Qualification of the Pharmaceutical Society of Great Britain.

(4) Licentiate of the Pharmaceutical Society of Ireland.

(5) Colonial qualification as Pharmacist, registered as such by the Pharmaceutical Societies of Great Britain or Ireland.

(6) Certificate as Assistant to an Apothecary of the Society of Apothecaries of London.

(7) Certificates as Assistant to an Apothecary of the Society of Apothecaries of Dublin.

(8) Certificate as Masseur of the Chartered Society of Massage and Medical Gymnastics.

(9) Certificate of the Pathological and Bacteriological Assistants' Association.

(10) The Diploma of membership of the Society of Radiographers.

(11) The Certificate of proficiency in High Class Cookery of the National School of Cookery.

(12) The Certificate as Sanitary Inspector issued by the Royal Sanitary Institute.

(13) The Certificate as Sanitary Inspector issued by the Sanitary Inspectors' Examination Board.

(14) Any certificate recognized by the Ministry of Health in England or the Board of Health in Scotland as qualifying for appointment as Sanitary Inspector.

~~(15) Associate member of the British Optical Association.~~

~~(16) Fellow of the Worshipful Company of Spectacle Makers.~~

543. A recruit accepted as a tradesman under para. 541 who is not in possession of any of the certificates referred to in para. 542 will be eligible for advancement to classes II and I of his trade, provided he has :—

(a) completed special recruit training in war ;

(b) completed the period of employment in his trade and obtained such additional qualifications as are required by these Standing Orders before being eligible for advancement to a higher class ;

(c) been trade tested and certified by his C.O. as having attained the standard required by these Standing Orders before advancement to class II or I of his trade (as the case may be) and is recommended for such advancement by his C.O.

- (12) The Certificate as Sanitary Inspector issued by the Royal Sanitary Institute.
  - (13) The Certificate as Sanitary Inspector issued by the Sanitary Inspector's Examination Board.
  - (14) Any Certificate recognized by the Ministry of Health in England or the Board of Health in Scotland as qualifying for appointment as Sanitary Inspector.
  - (15) (a) Fellow of the British Optical Association.
  - (b) Fellow of the Worshipful Company of Spectacle Makers.
  - (c) Member or Associate of the above bodies.
  - (16) Has been admitted to the National Register of Medical Auxiliaries by full examination.
542. A recruit accepted under paragraph 541 as a tradesman will, if he is in possession of any of the undermentioned certificates, be eligible for advancement to Class II (two) of his trade provided he has—
- (a) completed six weeks whole time employment in his special trade at the medical unit to which he is posted;
  - (b) been recommended by his Commanding Officer, provided that—
    - (i) he has been instructed in the military knowledge necessary for R.A.M.C. soldiers;
    - (ii) he is employed exclusively on his specialist duties.

NOTE.—A recruit in possession of one of the following certificates is not required to qualify as a Nursing Orderly, Class III. It should also be noted that there is no Class I in a Group "D" trade, the highest classification in this group being Class II.

- CERTIFICATES, ETC.
- (1) Incorporated Society of Chiropodists (M.I.S.C., F.I.S.C., A.I.S.C.).
  - (2) British Association of Chiropodists (B.A.C.P., F.R.A.C.P., A.B.A.C.P.).
  - (3) Chelsea Chiropodist's Association (C.C.A.).
  - (4) Northern Chiropodist's Association (N.C.A., A.N.C.A.).
  - (5) Possesses any other qualification as a Chiropodist which is recognized by the Board of Registration of Medical Auxiliaries.

543. A tradesman not eligible for advancement under paragraph 542 or paragraph 542a will be eligible for advancement provided he has—

- (a) For Advancement to Class II.—(i) Completed special recruit training in war or, if posted direct to a unit, has been instructed in the military knowledge necessary for R.A.M.C. soldiers.
- (ii) Completed one year in Class III of his trade and been certified by his Commanding Officer as having attained the standard required by these Standing Orders before advancement to Class II, and been recommended for such advancement by his Commanding Officer.
- (iii) Obtained such additional qualifications as are required by these Standing Orders (see sub-paragraph (i) below).
- (iv) Recommendations for advancement to Class II will be submitted to the Officer in Charge, R.A.M.C., in manuscript.
- (b) For Advancement to Class I.—(i) Completed one year in Class II of his trade and successfully passed a trade test for Class I and been recommended for such upgrading by his Commanding Officer.
- (ii) Obtained such additional qualifications as are required by these Standing Orders (see sub-paragraph (i) below).
- (iii) Recommendations for upgrading to Class I will be made on the pro-forma shown in paragraph 549. The Officer in Charge, R.A.M.C., will not accept such recommendations unless the pro-forma is completed in all respects.
- (c) Additional Qualifications.—(i) The qualification of Nursing Orderly, Class III, is required by all R.A.M.C. tradesmen before advancement to Class II, with the exception of tradesmen—
  - (a) "Hospital Cooks" who are initially classified as Class I (see para. 545 (c)).
  - (b) Those Standing Orders require certain tradesmen to possess the 2nd Class Certificate of Education, in some cases for advancement to Class II and in others before upgrading to Class I. The following may, at a war station, be accepted in lieu, where a candidate is not in possession of the Army Certificate or its normally accepted equivalent:
    - Ability to pass in dictation, spelling and composition a business letter, together with a standard

of 50 per cent. in a test on simple proportion, single interest, practice, simple accounts, fractions and the metric system. The Commanding Officer will satisfy himself regarding the candidate's qualifications by oral questioning and, so far as he considers necessary, by an actual test.

The results of all trade tests, including failures, must be entered in Army Form 44, Part I.

In the event of candidates failing to pass the trade test additional tests may be given, and the interval between the tests will be based on the progress made, but in no case will it be less than three months.

543a. A soldier of the R.A.M.C. (including Regular, Reserve, Territorial Army or Militia) not already qualified as a tradesman on mobilization or enlistment may, at the discretion of his Commanding Officer, be trade tested after he has completed six months' total service, and if found efficient will be classified in Class III of his trade.

In no case will such qualifications take effect from a date prior to the outbreak of hostilities. Should he fail to pass this test, he may be re-tested under the provisions of paragraph 543.

543b. Certificates submitted to Officer in Charge, R.A.M.C., for all initial trade tests under paragraphs 542, 543 or 543a, and certificates for advancement for Class I, rule para. 543 (b) (ii), will indicate the date from which grading is recommended. This date will be the date of the concluding day on which the test is held.

Recommendations in manuscript for advancement to Class II, forwarded to the Officer in Charge, R.A.M.C., rule para. 543 (a) (iv), will indicate the date from which advancement is recommended, but this date will in no case be earlier than that laid down in para. 543 (a) (ii).

Any application for enlisting from a date antecedent to that laid down in these Regulations will be submitted to Command Headquarters for forwarding to the War Office for decision, giving the full circumstances of the case.

544. A soldier of the Regular Army, Regular Army Reserve, Supplementary Reserve, or Territorial Army, already qualified as a tradesman (Class III or II) on the outbreak of war, will be eligible for advancement in his trade under paragraph 542, 542a, or 543, whichever is applicable.

545. A recruit not in possession of any of the certificates or qualifications referred to in paragraph 541 may be provisionally accepted as a tradesman on enlistment provided he produces evidence that he has been employed, within three months

prior to the date of enlistment, for six months continuously in a trade applicable to the R.A.M.C., and is recommended by his last employer.

A recruit in possession of First Aid and Home Nursing certificates gained after the outbreak of war may be accepted under this paragraph (see paragraph 541 (b)). Carpenters and Joiners, Painters and Decorators, Bricklayers, and Tin-Smiths and Whitewashers, who are allowed for as tradesmen in the war establishments of certain R.A.M.C. units, may be considered as tradesmen under the conditions laid down in Regulations governing the issue of Tradesmen's Rates of Pay, 1928, as amended by Army Order 127 of 1945, and other instructions that may be issued from time to time. (See para. 543.)

The O.C. unit to which the recruit is posted will trade test him as soon as possible and, if he is successful in the test, will tender a certificate to Officer in Charge, R.A.M.C., to the effect that the recruit has been tested and found efficient for grading as a tradesman. A recruit having thus been provisionally accepted will, provided he has passed the trade test, be classified by Officer in Charge, R.A.M.C., and will be eligible for the appropriate rate of pay of his trade from the date of enlistment. A recruit accepted under this paragraph will be eligible for advancement under the provisions of paragraph 543. Non-medical tradesmen will be dealt with in accordance with existing regulations governing the enlistment and classification of tradesmen. (See para. 547 (c).)

A recruit who cannot immediately produce the necessary recommendation and evidence of employment will be instructed to write to his previous employer and will be informed that until these are produced he will not be graded in his trade.

The trade test in such cases will not be delayed because of the non-production of the evidence, but the Officer in Charge, R.A.M.C., will be informed that such cases are subject to verification. When satisfactory evidence has been produced, the Officer in Charge, R.A.M.C., will be informed.

A recruit accepted under this paragraph who fails to pass the trade test may, if facilities are available, be recommended by his C.O. for further training. He may be given additional trade tests after further periods of training, the interval between such tests will depend upon the progress made but will in no case be less than one month. A recruit who fails at the initial test will be eligible for tradesmen's rate of pay from a date not earlier than that on which he subsequently successfully passes the trade test. The following entry will be made on his document:—"Failed to attain the required standard in a trade test for qualifications at . . . . . (not) recommended for further training in this trade."

Should he not be recommended for further training in the trade for which he was accepted, he may be retained for training as a Nursing Orderly or such other trade for which his services may be required, or he may be liable for transfer to another corps or regiment.

546. A recruit not eligible for grading as a tradesman on enlistment may be accepted for training in the trade of Nursing Orderly or, subject to the requirements of the service, in any other trade for which facilities for training can be arranged. A recruit thus accepted will be trade tested on completion of his training and will, if successful, be eligible for grading in Class III of his trade after he has completed six months' total service.

Grading in the case of a recruit with over six months' service will be effective only from the date of passing the trade test. Any application for an anti-date of mastering will be submitted to Command Headquarters for forwarding to the War Office for decision, giving the full circumstances of the case.

547. A recruit accepted for training as a tradesman under paragraph 545 and who has qualified for grading in Class III of a trade will be eligible for advancement in that trade under the conditions of paragraph 543.

548. Training in a trade will be carried out in accordance with these Standing Orders, subject to any modification which may be directed by the War Office. It is of great importance that lecture and practical instruction should be carried out as far as circumstances permit. Such instruction will be on the general lines of the syllabus laid down in Standing Orders for the various trades. In view of the widely different circumstances under which the Corps is serving in different parts of the world, it is not proposed to introduce any detailed modification in the syllabus of instruction for the various trades. It is fully realised that considerable latitude must be allowed and that in many cases it will be impossible to fulfil all the conditions laid down, and the guiding principle for Commanding Officers should be that the provisions of Standing Orders should be carried out wherever possible.

549. All trade tests will be carried out by the O.C. with as much of the individual in service. Where the trade test cannot be carried out within the unit, the O.C. will make the necessary arrangements for this to be done elsewhere. In the case of non-medical tradesmen such as Carpenters and Joiners, etc., the assistance of the C.S.E. may be requested. The procedure to be adopted in trade testing must be left very largely to

the discretion of Commanding Officers. As to the matter of training, they should be guided by Standing Orders and the syllabus laid down for the various trades.

In trades such as Nursing Orderly or Hospital Cook this should be a comparatively simple matter, but in the more advanced trades difficulties may arise and Commanding Officers are reminded that in granting the full qualification in highly technical subjects they are incurring great responsibilities.

In carrying out the initial trade test for Class III of recruits accepted as experienced in civil life under paragraph 545, Commanding Officers are reminded that although these men may be technically or mechanically qualified, they are unfamiliar with technicalities peculiar to Royal Army Medical Corps service conditions, and the tests therefore should be directed to ascertain the candidate's general efficiency in his basic civil trade, rather than an exact knowledge of details which refer to special Royal Army Medical Corps knowledge.

For candidates for Class I upgrading, every effort must be made to maintain the previous standard, and the test should be based on the Class I syllabus for the trade concerned.

It is realised that with the great increase in the strength of the Corps in war-time, the difficult conditions under which units may be serving and the imperative necessity for economy in the use of stationery, it may not be possible to carry out the present procedure of written answers to all questions.

In cases where a written examination is not held, the test should take the form of a searching oral and practical examination, and whilst performing the normal routine of their trade candidates should be allotted special duties of an advanced nature, and the way in which these have been performed could be included in the examination and marks awarded.

N.B.—Attention is drawn to the fact that paragraphs 52 and 53 Standing Orders, Royal Army Medical Corps, 1932, dealing with the granting of tradesmen will continue to apply, except for non-medical tradesmen, whose granting will be carried out in accordance with Regulations governing the Terms of Tradesmen's Rates of Pay, 1939, paras. 25 and 26.

A Certificate of Trade Proficiency as shown below will be prepared and forwarded to Officer in Charge, R.A.M.C., with the least possible delay, for each candidate who successfully passes a trade test. To obviate unnecessary expenditure of stationery, collatable certificates should be prepared where numbers of recommendations are made at one time.

#### CERTIFICATE OF TRADE PROFICIENCY (in form of A.F. 1107)

Army Number. Rank. Name. Unit.

Certified that the above named soldier has fulfilled the conditions laid down in Section XXIII, Standing Orders, R.A.M.C., 1932, that he has successfully passed a trade test given on .....\* and that he is recommended by me for grading as .....† with effect from .....

The following information will be supplied in respect of all recommendations for upgrading to Class I (One). (See paragraph 543 (b).)

Date of advancement to Class II (Two) .....

Authority .....

Date of initial trade test for Class I (One) .....

Date of last trade test for Class I (One) (if applicable) .....

This classification has been given under war conditions and is temporary.

Station or Force ..... Rank .....

Date ..... Commanding .....

\* Insert date.

† Insert trade and classification.

550. Mastering or re-mastering in a trade will not be carried out except under the instructions of Officer in Charge, R.A.M.C., who will satisfy himself that a mastering or re-mastering is necessary in all a vacancy in the authorized establishment of tradesmen in the Corps, and that the individual is technically qualified.

551. Any soldier classified as a tradesman under the foregoing war conditions will, as soon as possible after such conditions cease to exist, be tested and re-classified under the peace procedure. If he has not been so re-classified under the peace procedure within six months of the date when the return to peace conditions was proclaimed or such later date as may be published in Army Orders, he will either revert to

normal rates of pay or, if he had been classified as a tradesman prior to the outbreak of war, he will revert to the classification then held with effect from the date of the expiration of this period of grace.

552. Half-yearly examinations will cease to be held and only those training returns which are specially called for will be rendered to the Training Officer, Royal Army Medical Corps.

4. Insert new paragraph.

553. The following special procedure for the training and advancement of Operating Room Assistants, Group "B," will be adopted vide para. 549.—

(a) Candidates for the qualification of Operating Room Assistant, Group "B," will be selected from personnel who are qualified as Nursing Orderlies and have had actual nursing experience. The course of instruction will be of not less than three months' duration and will be based on paragraph 612 (Subjects "A" and "B") and instruction in Subject "C" will be given in accordance with the syllabus shown at sub-para. (d) below. Attendance at the Army Medical Store for instruction in Subject "C" will not be necessary to obtain this qualification.

Details of all candidates in units serving at home will be notified to the Training Officer, R.A.M.C., immediately they commence training.

On completion of the course, candidates will be trade tested and certificates of trade proficiency, in the case of those successful, will be forwarded to the Officer in Charge, R.A.M.C., vide para. 548. In Commands abroad, the certificates should be transmitted to the Home Record Office through Officer in Charge, 2nd Echelon, or other officer to whom authority to confer gradings and masterings may be delegated.

Any application for mastering from a date antecedent to that laid down in these Regulations will be submitted to Command Headquarters for forwarding to the War Office for decision, giving the full circumstances of the case.

(b) A Nursing Orderly, Class III, will be eligible for grading as Operating Room Assistant, Group "B," in Class III.

When the above provision applies, the instrument must successfully pass a trade test. To obtain necessary expenditure of money, collective certificates should be prepared when numbers of recommendations are made at one time.

CERTIFICATE OF TRADE PROFICIENCY (in form of A.F. D 197)

Army Number ..... Rank ..... Name ..... Unit .....

Certified that the above named soldier has fulfilled the conditions laid down in Section XXII, Standing Orders, R.A.M.C., 1917, that he has successfully passed a trade test given on .....\* and that he is recommended by me for grading as .....† with effect from .....

The following information will be supplied in respect of all recommendations for upgrading to Class I (One). (See paragraph 543 (b).)

Date of advancement to Class II (Two) .....

Authority .....

Date of initial trade test for Class I (One) .....

Date of last trade test for Class I (One) (if applicable) .....

This classification has been given under war conditions and is temporary.

Station or Post ..... Rank .....

Date ..... Commanding .....

\* Insert date.

† Insert trade and classification.

550. Mastering or re-mastering in a trade will not be carried out except under the instructions of Officers (in Records, R.A.M.C., who will satisfy himself that a mastering or re-mastering is necessary to fill a vacancy in the authorized establishment of tradesmen in the Corps, and that the individual is technically qualified.

551. Any soldier classified as a tradesman under the foregoing war conditions will, as soon as possible after such conditions cease to exist, be tested and re-classified under the peace procedure. If he has not been re-classified under the peace procedure within six months of the date when the return to peace conditions was promulgated or such later date as may be published in Army Orders, he will either revert to

normal rates of pay or, if he had been classified as a tradesman prior to the outbreak of war, he will revert to the classification then held with effect from the date of the expiration of this period of grace.

551a. Half-yearly examinations will cease to be held and only those training returns which are specially called for will be enclosed by the Training Officer, Royal Army Medical Corps.

4. Insert new paragraph—

543. The following special procedure for the training and assessment of Operating Room Assistants, Group "B," will be adopted (see para. 544)—

(a) Candidates for the qualification of Operating Room Assistant, Group "B," will be selected from personnel who are qualified as Nursing Orderlies and have had actual nursing experience. The course of instruction will be of not less than three months' duration and will be based on paragraph 512 (Subjects "A" and "B") and instruction in Subject "C" will be given in accordance with the syllabus shown at sub-para. (d) below. Attendance at the Army Medical Store for instruction in Subject "C" will not be necessary to obtain this qualification.

Details of all candidates in units serving at home will be notified to the Training Officer, R.A.M.C., immediately they commence training.

On completion of the course, candidates will be trade tested and certificates of trade proficiency, in the case of those successful, will be forwarded to the Officer (in Records, R.A.M.C., vide para. 545). In Commands abroad, the certificates should be transmitted to the Home District Office through Officer (in Records, 2nd Echelon, or other officer to whose authority to confer gradings and masterings may be delegated.

Any application for mastering from a date antecedent to that laid down in these Regulations will be submitted to Command Headquarters for forwarding to the War Office for decision, giving the full circumstances of the case.

(b) A Nursing Orderly, Class III, will be eligible for grading as Operating Room Assistant, Group "B," Class III, provided he has—

(i) Completed the course of instruction for Operating Room Assistant.

(ii) Been satisfactorily reported upon by the Surgical Specialist and Officer Commanding Unit.

(iii) Passed the written, practical and oral tests in Subjects "A," "B," and "C" of the Operating Room Assistant's syllabus referred to in sub-para. (a) above.

(c) An Operating Room Assistant, Class III, will be eligible for advancement to Class II provided he has—

(i) Attained the same standard as is necessary for advancement to Class II in the trade of Nursing Orderly.

(ii) Completed six months' employment as an Operating Room Assistant, Class III.

(d) An Operating Room Assistant, Class II, will be eligible for advancement to Class I provided he has—

(i) Successfully passed a trade test for Nursing Orderly, Class I.

(ii) Completed one year's employment after qualifying as an Operating Room Assistant, Class II.

(e) A Nursing Orderly, Class II, who fulfils the conditions of sub-paragraphs (b), (c) and (d) of para. (b) above will be eligible for grading as Operating Room Assistant, Class II, and will be eligible for upgrading to Operating Room Assistant, Class I, as laid down in sub-paragraph (d) above.

(f) A Nursing Orderly, Class I, who fulfils the conditions of sub-paragraphs (b), (c) and (d) of para. (b) above will be eligible for grading as Operating Room Assistant, Class I.

(g) In the case of a recruit accepted as an Operating Room Assistant on enlistment under the provisions of para. 545, the above procedure will be modified and the recruit will be trade tested for Operating Room Assistant, Class III, by a surgical specialist as soon as possible. If the recruit successfully passes the test he will be graded and mastered as Operating Room Assistant, Class III, with effect from the date of his enlistment.

For subsequent upgrading to Classes II and I in his trade, the full requirements of sub-para. (c) and (d) above must be satisfied, and the period of employment required by sub-para. (c) (ii) will, in this case, be calculated from the date on which he commences to perform the duties of an Operating Room Assistant on completion of recruit training.

In the event of a recruit failing to pass the trade test he will, if recommended for further training in the trade, be required first to qualify as Nursing Orderly, Class III, before receiving further training or trade test for Operating Room Assistant, Class III.

NOTE.—As the trade of Operating Room Assistant is a Group "B" trade, it will not be possible for Operating Room Assistants to obtain Nursing Orderly, Group "C," classification. Nevertheless they will be required to undergo the training and attain the standard required of Nursing Orderlies of equivalent classification.

(i) Syllabus and instruction in Part "B," Subject "C," for the qualification of Operating Room Assistant, Class III.

Syllabus. Part "B"

Subject "C"—MAINTENANCE AND REPAIR OF INSTRUMENTS.

(a) The identification of all instruments likely to be used in the operating theatre and wards, their construction and the method of taking apart and putting together of compound instruments.

(b) The best method of wiping and keeping edged instruments in good condition.

(c) The care of electrical apparatus, repair and adjustment of connections, charging and re-filling of storage batteries, etc.

(d) To know what repairs can be done locally, what damaged instruments should go to the Army Medical Store and what to the contractor for repair.

Instruction. Instruction in the above syllabus will be carried out as follows—

Subject "C" (i) (a) .. By the surgical specialist, theatre main or "store" operating room assistant.

Subject "C" (i) (b) .. By a radiologist. If a radiologist is not included in the establishment of the unit concerned, arrangements will be made for the candidate to attend for instruction at the nearest military medical establishment which has a radiologist.

Subject "C" (i) (c) .. By the quartermaster.

4. Insert new paragraph—

Subject "C" (ii) . . . By a radiologist. If a radiologist is not included in the establishment of the unit concerned, arrangements will be made for the candidate to attend for instruction at the nearest military medical establishment which has a radiologist.

Subject "C" (iv) . . . By the quartermaster.

5. **Insert new paragraph —**  
551c. The following procedure will be adopted regarding the initial classification and subsequent grading of carpenters and joiners, tinsmiths and whitewashers, painters and decorators, and bricklayers, serving in the R.A.M.C. —

- (a) Carpenters and joiners, tinsmiths and whitewashers, painters and decorators, and bricklayers will be initially trade tested at the O. G. Records, R.A.M.C., or at the Army School of Hygiene, Rough Barracks, Mythenquay, Dublin. They will be classified as Class III, II or I according to their trade qualifications as a result of this trade test. The requirements of the various classes are laid down in Regulations Governing the Issue of Tradesmen's Rates of Pay, subject, however, to the provisions of the Pay Warrant, 1940, Article 842, regarding recruit's classification.
- (b) In units at home, if the C.O. considers that any of these tradesmen other than Class I, are eligible for upgrading to a higher class, i.e. have attained the standard required by the higher class as laid down in Regulations Governing the Issue of Tradesmen's Rates of Pay since the initial trade test, he will arrange for the soldier to be trade tested with a view to grading. This will be arranged locally in conjunction with the R.E., but if this is not possible, the O.C. the unit will notify the Commandant, Army School of Hygiene, who will make arrangements for the individual to be trade tested.

In units overseas, the C.O. will arrange for the soldier to be trade tested locally in conjunction with the R.E.

5

- (c) The qualification of Nursing Orderly, Class III, is not required as an additional qualification by these tradesmen, but it is considered that if courses of instruction for this qualification are held in the unit, these tradesmen should be encouraged to attend and qualify, if possible.
  - (d) The above instructions do not take away the right of the C.O. of the unit concerned to carry out trade testing in these trades (see Regulations Governing the Issue of Tradesmen's Rates of Pay, 1939, para. 91), should he feel capable of so doing and have the necessary materials available, or relieve him of his general responsibility for the tradesman in his unit.
  - (e) The results of these tests will be notified to Officer in Charge, R.A.M.C., on the pro-forma as shown in para. 549, suitably modified according to the class in which grading is recommended. These certificates will indicate the date from which grading is recommended; this date will be the date of the concluding day on which the test is held.
- Any application for monitoring from a date antecedent to that of the concluding day of the test will be submitted to Command Headquarters for forwarding to the War Office for decision, giving the full circumstances of the case.

6. **Insert new paragraph —**  
551c. **Hospital Cooks.**  
The following procedure in connection with the employment, initial grading, subsequent upgrading and trade testing of hospital cooks will be adopted vide para. 549 —

"At Home."

- (a) **Initial Grading.**—A recruit who is in possession of a  $\frac{14}{100}$  syllable certificate of a service school or of domestic economy, or other such status of verifiable authority, will be posted to the Army School of Cookery, Aldershot, for trade testing, under arrangements made by the O. G. Records, R.A.M.C., and the Training Officer, R.A.M.C., with the Commandant, Army School of Cookery. Candidates will be instructed in a course of field cookery of 10 days' duration and trade tested. Such personnel will be graded as Class II or III hospital cooks according to the standard attained at these trade tests. A successful candidate will be graded with effect from the date of the trade test, or monitoring into a duly approved vacancy, whichever is the later, subject to the provisions of the Pay Warrant, 1940, Article 842.
- If any candidate fails to attain the standard of hospital cook, class III, at the above trade test, and he is considered by the Commandant, Army School of Cookery, as being suitable for employment as a hospital cook after further training, notification will be forwarded to the Training Officer, R.A.M.C., to this effect, who will arrange for the soldier concerned to be included in a normal R.A.M.C. hospital cooks' course at the Army School of Cookery.

Recruits who do not possess any of the above qualifications, but are considered suitable for employment after training, as hospital cooks, will be noted by the Training Officer, R.A.M.C., for inclusion in one of the R.A.M.C. hospital cooks' courses which are arranged from time to time at the Army School of Cookery.

- (b) **Advancement from Group B Class III to Class II.**—A hospital cook, Class III, will be eligible for advancement to Class II provided that he has —
  - (i) Completed one year's employment as a hospital cook, Class III, been recommended for upgrading by his C.O., and successfully passed a local trade test (see Appendix A) at which the services of a catering adviser are co-opted;
  - (ii) obtained such additional qualifications as are required by these Standing Orders (see para. 543 (i)).
- (c) **Advancement from Group B Class II to Group A Class I.**—A hospital cook, Class II, will be eligible for advancement to Class I provided that he has —
  - (i) Completed one year's employment as a hospital cook, Class II, been recommended for upgrading by his C.O., and successfully passed a local trade test (see Appendix B) supervised by a catering adviser;
  - (ii) obtained such additional qualifications as are required by these Standing Orders (see para. 543 (i)). Those who were initially graded as Class II under sub-para. (a) above, will be required to obtain the additional qualifications which are normally required before advancement to Class II.

(d) Hospital cooks who are initially classified as Class I under sub-para. (a) above, will not be required to obtain any additional qualifications.

(e) **Senior N.C.O. hospital cooks.**—Other ranks who are considered suitable to hold positions as senior N.C.O. hospital cooks will be required to qualify at a special four weeks' course at the Army School of Cookery before promotion to the rank of sergeant is effected. On C. units, in conjunction with catering advisers, will forward the names of other ranks so recommended to O. G. Records, R.A.M.C., who will arrange for their attendance at this course in conjunction with the Commandant, Army School of Cookery. The O. G. Records, R.A.M.C., will maintain a roster of personnel who have been recommended for positions as senior N.C.O. hospital cooks, and who have qualified at this special course of instruction. As vacancies occur in the establishment of medical units for senior N.C.O. hospital cooks, the O. G. Records, R.A.M.C., will select personnel from this pool to fill these vacancies.

"Abroad."

(f) In stations overseas the above procedure will be carried out as far as possible, but it is realized that in certain cases it must be modified. In instances where the services of a catering adviser cannot be co-opted, the O.C. the medical unit will carry out all trade tests, bearing in mind the importance of the fact that invalid cookery must always be maintained at a high standard.

If a vacancy occurs in the establishment for a senior N.C.O. hospital cook, personnel who have qualified in accordance with sub-para. (f) above, will be first considered for this promotion.

The instruction will comprise the following subjects :—

- (a) Elementary anatomy and physiology.
- (b) First aid.
- (c) Elementary nursing.
- (d) Bandaging.
- (e) Hygiene and sanitation.
- (f) Water supply.
- (g) Field duties, *e.g.* :
  - (i) collection of wounded ;
  - (ii) formation of field medical units.
- (h) Tent pitching.
- (i) Corps exercises, *e.g.* :
  - (i) Stretcher exercises ;
  - (ii) Loading and unloading ambulance vehicles ;
  - (iii) Hand-seat carriage.
- (j) Anti-gas training.

555. On the termination of this period of training an oral and practical examination will be held and the result thereof forwarded to the Commandant, R.A.M.C. Training Establishment. If the result of the examination is satisfactory, the recruit will be reported as having " Passed Class of Instruction R.A.M.C. Training Establishment."

556. Instruction in general education will be given concurrently with the training in paras. 553 and 554. Each recruit will attend school as soon as possible after joining and will continue to do so whilst serving until he obtains a second-class certificate of education.

557. On the termination of the recruit training, each soldier will be given an opportunity of expressing his wishes as to the trade he desires to take up. The Training Officer will carefully review the requirements for tradesmen as notified by O. i/c Records, together with the attainments of each individual, and will endeavour to meet the wishes of the latter as far as possible. He will forward his recommendations to O. i/c Records.

558. O. i/c Records will then issue the necessary orders for the disposal of the soldier.

## SECTION XXV.—NURSING ORDERLY (GROUP C).

559.

## (a) General arrangements.

Class.	Courses of instruction.	Examinations.	Educational certificate.	Period of continuous employment.	Total service.	Other qualifications.
III	Junior course, 4 months.	May and November.	3rd class.	—	1 year.	—
II	Senior course Part A, 4 months, Part B, 4 months.	Nil.	—	1 year's further duty as nursing orderly, class III (6 months in wards under nursing sisters).	2 years.	Certificate as in para. 570.
I		May and November.	2nd class.	1 year's further duty in the wards as nursing orderly, class II.	3 years.	—

560. The courses of instruction for training as nursing orderly are as follows :—

- (a) The junior course will commence on the second Monday in January or July, and will continue until the half-yearly examination in May or November.
- (b) The senior course will be divided into two Parts, A and B, either of which may be taken first. Part A will commence on the second Thursday in January and will continue until the examination in May. Part B will commence on the second Thursday in July and will continue until the examination in November.

At headquarter stations the lectures by officers will be given by the assistant training officer and the other lectures by the hospital matron or a sister Q.A.I.M.N.S. At other stations the O.C. hospital will detail an officer to undertake the instruction and, if a matron or sister is not available, will arrange for a qualified and experienced N.C.O. to carry out that part of the lectures ordinarily given by a member of the Q.A.I.M.N.S.

561. The syllabus of lectures and demonstrations will be simultaneously carried out at all hospitals according to the following table :—

Monday	...	Officer's lecture for the junior course.
Tuesday	...	Matron's lecture for the junior course.
Wednesday	...	Special lectures to help backward men, by officers or matrons, as required.
Thursday	...	Officer's lecture for the senior course.
Friday	...	Matron's lecture for the senior course.

### (b) Class III.

562. Before commencing the junior course of instruction for nursing orderly a soldier must be in possession of the following qualifications :—

- (a) Passed class of instruction.
- (b) Third-class certificate of education.

563. The junior course of instruction for nursing orderly will consist of lectures and practical demonstrations only.

## 564. JUNIOR COURSE OF INSTRUCTION FOR NURSING ORDERLY.

### Syllabus of training.

SUBJECT A.—ANATOMY, PHYSIOLOGY AND FIRST AID.

Lecture No.	Paras. R.A.M.C. Training, 1935.	Lectures by officers.
(i)	493 to 506	The construction of the human body. The skeleton. Recognition and description of the principal bones; cartilages, ligaments and joints.
(ii)	507 to 515	The muscular system. Structure and function of muscles. The cavities formed by the skeleton and their contents.
(iii)	516 to 530	The circulatory system; the heart and blood vessels; the blood. The spleen.
(iv)	535 to 539, 580 to 583	The respiratory system; the organs of respiration, their structure and functions. Composition of air. The air and food passages.
(v)	540 and 541	The digestive system; the alimentary canal and digestive glands; the teeth. The digestion of food.
(vi)	552 to 561	The nervous system; the brain and spinal cord. Motor, sensory and sympathetic nerves.
(vii)	562 to 570, 531 to 534	The excretory system. The lymphatic system.

Lecture No.	Paras. R.A.M.C. Training, 1935.	Lectures by officers.
(viii)	590 to 602	Wounds and their treatment. Antisepsis and asepsis. Dressing and healing of wounds.
(ix)	603 to 607 691	First Field and Shell Dressings. Instruments. Contents of Surgical Haversack and Medical Companion.
(x)	608 to 614	Hæmorrhage.
(xi)	615 to 632	Fractures and their treatment.
(xii)	633 to 643	Fractures (continued); special fractures and splints. Dislocations and sprains.
(xiii)	644 to 663	Burns and scalds; shock, loss of consciousness and fits.
(xiv)	571 to 579 664 to 674	The eye and ear (elementary). Suffocation. Electric shock and special similar conditions. Effects of cold.
(xv)	675 to 690	Drowning; rescue and resuscitation. Poisoning.
(xvi)	801 to 803 811-813	Infectious diseases. Personal hygiene of the nursing orderly. Disinfection.

**SUBJECT B.—MEDICAL AND SURGICAL NURSING, WARD MANAGEMENT AND HYGIENE OF PATIENTS.**

Lecture No.	Paras. R.A.M.C. Training, 1935	Lectures and demonstrations by matrons and sisters, Q.A.I.M.N.S.
(i)	697 to 705, 708 and 709	Ward management; heat, ventilation, methods of cleaning and care of ward equipment; disposal and disinfection of soiled linen and dressings, disposal of refuse. Hospital etiquette and discipline.
(ii)	706, 707, 711, 716, 718 to 720, 726 and 727	Bed making, special beds. Preparation of air and water beds, air cushions. Lifting and turning patient. Giving of bed-pans and urinals.
(iii)	711, 717, 721 to 724, 725, 728, 731	Admission of stretcher cases. Hygiene of the patient; washing, feeding, and treatment of helpless cases. Pressure sores and their prevention. Methods of accurate note taking and reports (verbal and written).
(iv)	731 to 747	Observation of the patient; position, expression, colour, skin. Secretions, excreta, expectoration, appetite, delirium, sleep. Effects of diet, medicine and stimulants. Temperature, pulse, respiration. Charting.
(v)	540 to 551, 856 to 859, 880	Dieting of various diseases. Diet scales and extras. Special diets. Digestion of food. Preparation and serving of meals, laying of trays. Preservation of food.

Lecture No.	Paras. R.A.M.C. Training, 1935.	Lectures and demonstrations by matrons and sisters, Q.A.I.M.N.S.
(vi)	748 to 754, 764	Administration of medicines, inhalations. Administration of oxygen. Injections; hypodermic, subcutaneous, intravenous, intramuscular. Lotions, varieties and strengths. Weights and measures, domestic equivalents.
(vii)	755 to 758	Enemata; purgative, anthelmintic, stimulant, sedative, nutrient, continuous or drip. Preparation and cleansing of apparatus.
(viii)	759 to 764, 768	Application of eye lotions and drops. Administration of gargles. Counter-irritants; mustard leaves, blisters, cupping. Leeches. Inunctions. Evaporating lotions. Liniments. Ice bags.
(ix)	765 to 767	Preparation and application of the various kinds of poultices, antiphlogistine, stupes. Fomentations, medical and surgical. Hot water bottles and their dangers.
(x)	599, 788 and 789	Surgical cleanliness. Cleansing and sterilization of instruments, catheters, gloves, mackintoshes and dressings for ward use. Trolley and dressing tray requirements. Preparation of a catheter tray.
(xi)	608 to 614, 649 and 650	Hæmorrhage; varieties, symptoms and immediate treatment. Shock; symptoms and treatment.
(xii)	<del>801 to 813</del> 804-810	Nursing of fevers, infectious and non-infectious. Infection and disinfection generally. Disinfection of the patient. Disinfection of stools, urine, sputum.
(xiii)	769 to 776	Methods of reducing temperature; baths, sponging, packing, ice packs. Varieties of baths; cleansing, medicated, hot air and local.
(xiv)	584 to 589	Instruction in bandaging; roller, triangular, spica, T-bandage, many-tailed, jaw, capeline. Slings. Knots; granny, reef, and surgeon's.
(xv)	627 and 637	Various splints in use; preparation and application. Improvised splints. Extension and counter-extension. Plaster of Paris bandages, application and removal.
(xvi)	623 to 625, 638 to 643, 645 to 647	Care and nursing of simple and compound fractures. Effects of pressure. Care of sprains and dislocations. Nursing and treatment of burns and scalds.

565. A soldier will not be eligible to undergo examination unless he has attended 75 per cent. of the lectures and demonstrations. The examination will be written, practical and oral.

566. A soldier will be eligible for registration as nursing orderly, class III, provided he has—

(a) Obtained qualifying marks at the examination for nursing orderly, class III.

(b) Completed one year's total service.

## (c) Class II.

567. A nursing orderly, class III, who is considered in every way suitable, will be posted for duty as such for one year. Six months of the year must be in wards under nursing sisters. At the termination of this period the certificate in accordance with para. 570 will be rendered on R.A.M.C. Form 24. During the year he will attend lectures and demonstrations in Part A or Part B of the senior course of instruction for nursing orderly.

568. In those commands abroad to which nursing sisters are not posted the period of employment under nursing sisters may be replaced by employment in wards supervised by warrant or non-commissioned officers in possession of A.F. C 344 or who are nursing orderlies class I, or in which a R.A.M.C. trained nurse is employed.

### 569. SENIOR COURSE OF INSTRUCTION FOR NURSING ORDERLY.

#### Syllabus of training.

#### Part A.

#### SUBJECT A.—ANATOMY, PHYSIOLOGY AND SURGERY.

Lecture No.	Paras. R.A.M.C. Training, 1935	Lectures by officers.
(i)	493 to 506	Revision of skeleton ; composition and structure of bone, cartilage, ligaments and joints. Surgical anatomy and surgery of head, face and spine.
(ii)	507 to 512	The muscular system. Structure and function of muscles. Muscular development. Internal work done. Energy and heat.
(iii)	513 and 514, 516 to 530	The cavity of the thorax, situation and functions of contents. The systemic circulation, blood vessels ; composition and function of the blood. The spleen.
(iv)	535 to 539	The respiratory system ; air and food passages. Mechanism of respiration ; the pulmonary circulation. Surgery of the chest ; empyema ; tracheotomy.
(v)	515, 540 to 551	The cavities of the abdomen and pelvis. The digestive system, alimentary tract, teeth, glands ; peristalsis ; food and nutrition ; the portal circulation.
(vi)	562 to 566	Diseases and surgery of the rectum ; comparison of natural and artificial feeding. The urinary system and prostate.

Lecture No.	Paras. R.A.M.C. Training, 1935.	Lectures by officers.
(vii)	567 to 569	Suppression, incontinence and retention of urine. Catheters and catheterization (to include practical instruction in the passage of soft rubber catheters). Urine testing.
(viii)	552 to 561	The nervous system; brain and spinal cord; nerve cords and endings; the sympathetic system; reflex action. Surgery of nerves.
(ix)	571 to 583	Anatomy and functions of the organs of the special senses; eye; nose; tongue; ear and larynx; removal of foreign bodies; elementary surgery.
(x)	531 to 534 594 to 598	The lymphatic system; lymph, lymphatic glands and channels. Sepsis.
(xi)	602, 608 to 614	Surgery of the abdomen; amputations. Hæmorrhage; primary, reactionary and secondary. The healing of wounds.
(xii)	649 to 652	Shock. Intravenous infusions. Blood transfusion.
(xiii)	644 to 648	Burns. First aid treatment; treatment in hospital.
(xiv)	691 and 789	Contents of Nos. 1 and 2 Field Ambulance Panniers. Surgical instruments, description, sterilization and cleaning of.

SUBJECT B.—NURSING OF SURGICAL CASES INCLUDING THOSE OF THE EYE, EAR, NOSE, THROAT AND MOUTH.

Lectures and demonstrations by matron or sister, Q.A.I.M.N.S.

- (i) Qualifications of a good surgical nurse. Asepsis; sterilization of instruments, syringes and dressings, ligatures and sutures. Antiseptics.
- (ii) Preparation of patient for operation. After care of "clean" cases. Salines—rectal, subcutaneous and intravenous.
- (iii) Preparation of anæsthetic table. Preparation for anæsthesia—general, spinal and local.
- (iv) Preparation of operating theatre. Instruments for usual operations. Packing and sterilization of drums.
- (v) Nursing of head and spinal cases. Special operations.
- (vi) Nursing of severe gunshot wounds and treatment of septic wounds. Resuscitation after severe collapse.
- (vii) Nursing and treatment of chest (surgical) wounds, empyema and amputations.
- (viii) Nursing of abdominal and rectal cases.
- (ix) Nursing of eye diseases and injuries with preparation for special operations.
- (x) Nursing of ear, nose and throat cases and special operations. Syringing of ears.
- (xi) Throat operations; tracheotomy and its after treatment. Mouth operations and treatment. Nasal and œsophageal feeding.
- (xii) Shock. Blood transfusion.
- (xiii) Burns—treatment in hospital.
- (xiv) Nursing and treatment of skin cases; ringworm, eczema, scabies, impetigo.

## Part B.

## SUBJECT C.—MILITARY HYGIENE AND MEDICINE.

Lecture No.	References.	Lectures by officers.
(i)	Army Manual of Hygiene and Sanitation, 1934 :— Chapter I	Definitions—hygiene, sanitation, conservancy. Causation of disease.
(ii)	Chapter II	Environment in relation to hygiene; clothing, climate, work, rest, personal hygiene. Diseases resulting from environment.
(iii)	Chapter III	Germs—origins, species. The chain of infection. Prevention of and protection against disease.
(iv)	Chapters IV and V	Water supplies—water-borne diseases. Food supplies—food diseases and their prevention.
(v)	Chapter XII, Group 1	Excremental diseases.
(vi)	Chapter XII, Group 2	Droplet infections.
(vii)	Chapter XII, Group 3	Diseases transmitted by animals.
(viii)	Chapter XII, Groups 4 to 6.	Diseases transmitted by personal contact—exposure—injury.
(ix)	Regs. for the Medical Services of the Army, 1932, paras. 588 to 603.	Disinfection.
(x)	R.A.M.C. Training, 1935 :— Paras. 387 to 428	Chemical warfare. Nursing and treatment of gas casualties. Defensive measures.
(xi)	Paras. 680 to 690	Poisoning. General lines of treatment.
(xii)	Paras. 748 to 754	Medicines and their administration. Action of some of the commoner drugs.
(xiii)	Paras. 755 to 776	Enemata; remedial applications; baths, packs.
(xiv)	—	Diseases of the heart and pericardium.

## SUBJECT D.—NURSING OF MEDICAL AND INFECTIOUS DISEASE CASES.

Lectures and demonstrations by matron or sister, Q.A.I.M.N.S.

- (i) Ward management, admission of patients. Hospital diet scales and sheets. How extras are drawn. Hygiene and feeding of patient.
- (ii) Observation of the sick elaborated. Importance of clear, concise and accurate reports. Positions in bed—movement of patients. Disposal of dead.

- (iii) Nursing of diseases of the mouth, throat and stomach. Test meal. Hurst diet and nursing points in connection with.
- (iv) Lavage of the stomach, artificial feeding, rectal salines, etc. Special diets. Barium meal.
- (v) Diseases of the liver and pancreas—liver abscess, jaundice, diabetes—special diets.
- (vi) Nursing of diseases of the urinary organs—acute nephritis, pyelitis cystitis—diet. Collection of urine specimens (daily, 24 hourly and catheter). Hot air baths; packs; tapping.
- (vii) Nursing of diseases of the respiratory system—bronchitis, pneumonia, pleurisy. Use of steam tent and kettle. Giving of oxygen, hypodermics, poultices, aspiration. Potain's aspirator.
- (viii) Nursing of diseases of the heart and vessels—aneurysm, phlebitis, endo-carditis, myo-carditis, peri-carditis, valvular disease. Leeches and venesection.
- (ix) Nursing of acute rheumatism and tubercle of lung with disinfection.
- (x) Nursing of acute infectious diseases including—scarlet fever, measles, small-pox, chicken-pox, mumps.
- (xi) Nursing of acute infectious diseases including—influenza, diphtheria and cerebro-spinal meningitis. Lumbar puncture. Injection of anti-toxin.
- (xii) Nursing of diseases affecting the nervous system—meningitis, myelitis, apoplexy, epilepsy, hysteria and neurasthenia.
- (xiii) Nursing of tropical diseases—typhoid (enteric) and paratyphoid fevers, typhus, plague, sandfly fever.
- (xiv) Nursing of tropical diseases (continued)—dysentery, malaria, heat stroke, dengue, cholera and sprue.

570. On completion of six months' duty in the wards under nursing sisters the following certificate will be furnished on R.A.M.C. Form 24 by the matron or sister under whom the soldier has been employed. This certificate will be countersigned by the O.C. hospital and forwarded with his remarks to O. i/c Records.

“ Certified that Army No. .... Rank ..... Name ..... is  
 “ by moral character, reliability, manner, zeal and  
 “ intelligence considered suitable for advancement  
 “ to nursing orderly, class II.”

571. In the case of tradesmen situated as in para. 568, the certificate referred to in para. 570 will be furnished by the medical officer under whom the soldier has been working in the wards.

572. A nursing orderly, class III, will be eligible for advancement to class II without examination provided he has—

- (a) Completed one year's duty as a nursing orderly, class III, six months of which have been served in the wards under nursing sisters.

- (b) Undergone Part A or B of the senior course of instruction for nursing orderly.
- (c) Been satisfactorily reported upon by the matron or sister-in-charge and O.C. hospital.
- (d) Completed 2 years' total service.

**(d) Class I.**

573. A nursing orderly, class II, will be employed in the wards of a hospital for a further period of one year.

574. He will complete the senior course of instruction for nursing orderly during this period.

575. He will attend the next half-yearly examination after completion of the senior course.

576. A nursing orderly, class II, will be eligible for advancement to class I provided he has—

- (a) Completed one year's duty in wards as a nursing orderly, class II.
- (b) Completed the senior course of instruction for nursing orderly.
- (c) Obtained qualifying marks at the examination for nursing orderly, class I.
- (d) Obtained a second-class certificate of education.
- (e) Completed three years' total service.

577. A tradesman situated as in para. 503 will be permitted to undergo training and employment as above, modified to meet his particular circumstances, whilst he is qualifying by employment in his special trade.

578. A class II tradesman situated as in para. 503 will be eligible for advancement to nursing orderly, class I, provided he has—

- (a) obtained the certificate referred to in para. 571 ;
  - (b) completed one year's duty (modified) in the wards as a class II tradesman ;
  - (c) complied with the condition of para. 576 (b), (c), (d) and (e).
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**SECTION XXVI.—MENTAL NURSING ORDERLY  
(GROUP C).**

579. (a) General arrangements.

Class.	Course of instruction.	Examinations to be held.	Educational certificate.	Period of continuous employment.	Total service.	Other qualifications.
III	6 months.	May and November.	3rd class.	—	1 year.	—
II	—	—	—	1 year's further duty as mental nursing orderly, class III.	2 years.	Nursing orderly, class III.
I	3 months' refresher course.	May and November.	2nd class.	1 year's further duty as mental nursing orderly, class II.	3 years.	—

(b) Class III.

580. Before commencing training as mental nursing orderly the soldier must be in possession of the following qualifications :—

- (a) Passed Class of Instruction.
- (b) Third-class certificate of education.
- (c) Be of thoroughly reliable character, good physique and not less than 5 ft. 6 ins. in height.

581. He will undergo the course of instruction for mental nursing orderlies at "D" Block, Royal Victoria Hospital, Netley, which will commence on the last Monday in May and November in each year.

582. The lectures and demonstrations will be given by an officer and warrant officer detailed by the O.C. Royal Victoria Hospital, and the course will occupy a period of six months.

## 583. Syllabus of training.

## SUBJECT A.—THE NERVOUS SYSTEM AND THE MIND IN HEALTH.

- (i) Nature of mental disorder ; object of hospital treatment ; relation of nurse to patient ; responsibilities ; general and special duties ; laws and rules for the protection of patients.
- (ii) The nerve cell ; cerebro-spinal and involuntary systems ; divisions of brain ; white and grey matter ; principal identified areas.
- (iii) Spinal cord and nerves ; functions of cells and fibres ; reflex action ; control levels ; automatic and sympathetic functions ; special senses.
- (iv) Sensations ; perceptions ; ideas and association of ideas ; attention ; memory ; reason ; judgment ; instincts and desires.
- (v) Emotion ; affect ; will ; action, voluntary and involuntary ; habits ; conduct ; conscious and subconscious mind ; sleep and dreams.

## SUBJECT B.—SIGNS AND SYMPTOMS OF NERVOUS AND MENTAL DISORDERS.

- (i) Sensory.—Loss, excess, perversion ; pain.
- (ii) Motor.—Weakness, loss, inco-ordination ; tremor ; spasm or rigidity ; convulsion ; wasting and overgrowth.
- (iii) Reflexes ; nutritional ; signs and symptoms in skin, muscles, bones, joints, circulatory, respiratory, alimentary, urinary and reproductive systems and ductless glands.
- (iv) Stigmata of degeneration ; the mind in disease ; sanity and insanity ; imperception ; illusion ; hallucination.
- (v) Confusion ; incoherence ; retardation ; acceleration ; dissociation ; disorientation ; inattention, distractability.
- (vi) Disorder of memory ; delusion ; false accusation ; inertia ; stupor ; resistiveness ; refusal of food.
- (vii) Impulse ; aggressiveness ; violence ; homicide ; destructiveness ; stereotyped attitudes and movements ; obsession ; affective loss ; anxiety.

- (viii) Depression ; suicide ; self-injury ; exaltation ; excitement ; neglect of dress and personal appearance ; eccentricity.
- (ix) Collecting rubbish ; degraded habits ; sexual depravity ; facility and weak-mindedness ; insomnia.

SUBJECT C.—MENTAL DISORDERS AND THEIR SPECIAL NURSING REQUIREMENTS.

- (i) Causes of nervous and mental disorders arising in connection with heredity ; errors of development ; involution ; environment ; infections and poisons ; bodily disease and injury ; mental strain and conflict.
- (ii) Hysteria and the allied neuroses ; epilepsy ; chorea ; states of depression, including melancholia.
- (iii) States of excitement, including mania ; alternating states, maniac depressive psychosis.
- (iv) States of confusion, delusion, stupor ; states of delusion, including paranoia.
- (v) States of mental enfeeblement, congenital or acquired, dementia præcos. Senile mental disorders ; alcohol and drug addiction and mental disorder ; disease of the ductless gland and mental disorders.
- (vi) Meningitis ; apoplexy ; hemiplegia ; organic dementia ; locomotor ataxia ; general paralysis of the insane.

SUBJECT D.—GENERAL DUTIES IN THE CARE OF PERSONS OF UNSOUND MIND.

- (i) The duties of a mental nursing orderly (*vide* paras. 249 to 269).
- (ii) The laws and regulations governing the care of persons of unsound mind.
- (iii) Standing orders for mental nursing orderlies, " D " Block, Royal Victoria Hospital, Netley.
- (iv) Bathing of patients and rules for baths.
- (v) The observation of patients at night.
- (vi) The inspection of patients for skin diseases, blistered feet, bruises, sprains and other injuries.
- (vii) The searching of patients and bedding.
- (viii) Arrangements for actively suicidal patients. Caution tickets.

- (ix) Management of excited patients. Method of dealing with a violently aggressive patient.
- (x) Management of wet and dirty patients and those of degraded habits.
- (xi) Dressing and undressing of resistive patients.
- (xii) Feeding (other than forcible feeding) of patients who do not take their meals, of epileptics and general paralytics.
- (xiii) The preparation of reports on patients.
- (xiv) The supervision of patients at work and exercise.
- (xv) Emergencies ; artificial respiration.
- (xvi) Escort duties.

584. A soldier will be eligible for registration as mental nursing orderly, class III, provided he has :—

- (a) Obtained qualifying marks at the examination for mental nursing orderly, class III.
- (b) Completed one year's total service.

**(c) Class II.**

585. A mental nursing orderly, class III, will be posted to a hospital for duty in the mental department, and will be continuously employed therein for a period of one year.

586. He will attend the lectures and demonstrations of the junior course of instruction for nursing orderly during this period, and undergo the examination for nursing orderly, class III, if he has not so qualified previously.

587. On the termination of twelve months' duty as a mental nursing orderly a report will be rendered on R.A.M.C. Form 24 by the O. i/c mental department, stating whether he has performed his duties satisfactorily during that period and shown himself to be efficient in his care of and attendance on mental cases. This certificate will be countersigned by the O.C. hospital and forwarded, with his remarks, to O. i/c Records.

588. A mental nursing orderly will be eligible for advancement to class II provided he has :—

- (a) Completed twelve months' duty in the mental department after qualifying as mental nursing orderly class III.
- (b) Been satisfactorily reported upon by the O. i/c mental department and O.C. hospital.
- (c) Qualified as nursing orderly, class III.
- (d) Completed two years' total service.

**(d) Class I.**

589. A mental nursing orderly, class II, will be continuously employed in the mental department of a hospital for a further period of one year.

590. During this period, he will undergo a refresher course of instruction lasting three months. The instruction will be given by the O. i/c mental department and will consist of weekly lectures and demonstrations based on the above syllabus. He will be required to undergo a written and oral examination in all the subjects of the syllabus.

591. A mental nursing orderly, class II, will be eligible for advancement to class I provided he has :—

- (a) Completed one year's duty as a mental nursing orderly after qualifying for class II.
- (b) Obtained qualifying marks at the examination for class I ;
- (c) Obtained a second-class certificate of education ;
- (d) Completed three years' total service.

**(e) Civil qualification.**

592. The recognized civil qualification is :— *are*

The certificate of proficiency in mental nursing granted by the Royal Medico-Psychological Association Great Britain and Ireland.

593. A recruit will be eligible for class III provided he holds the above civil qualification.

594. He will be eligible for advancement to class I provided he has :—

- (a) Passed class of instruction ;
- (b) Qualified as nursing orderly, class III ;
- (c) Completed one year's total service.

595. A specially selected mental nursing orderly, who has been granted a three years' tenure of appointment to the permanent staff of " D " Block, Royal Victoria Hospital, Netley, under the provisions of para. 426, will be given special tuition and all possible facilities for obtaining the civil qualification.

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*Add :—*

“(a) The certificate of registration as a Male Mental Nurse  
under the Nurses Registration Acts of Great Britain, Scotland  
or Ireland.”

*Insert “ (b) ” before the Certificate of the R.M.P.A.*

**SECTION XXVII.—SPECIAL TREATMENT  
ORDERLY (GROUP C).**

596. (a) General arrangements.

Class.	Course of instruction.	Examinations to be held.	Educational certificate.	Period of continuous employment.	Total service.	Other qualifications.
III	6 months.	May and November.	2nd class	—	1 year	—
II	—	—	—	1 year's further duty as special treatment orderly, class III.	2 years	Nursing orderly, class III, and report by O.C. hospital.
I	3 months' refresher course.	May and November.	—	1 year's further duty as special treatment orderly, class II.	3 years	—

**(b) Class III**

597. Before commencing training as special treatment orderly, a soldier must be in possession of the following qualifications :—

- (a) Passed class of instruction.
- (b) Second-class certificate of education.

598. He will undergo the course of instruction for special treatment orderlies at the Royal Herbert Hospital, Woolwich, which will commence on the last Monday in May and November in each year.

599. An officer will be detailed by the O.C. to supervise the instruction, which will extend over a period of six months.

## 600. Syllabus of training.

SUBJECT A.—ORGANIZATION OF A VENEREAL DIVISION AND ROUTINE OFFICE WORK. SKIN DISEASES, THEIR NURSING AND TREATMENT.

(Regulations for the Medical Services of the Army, 1932, paras. 117, 179, 596 and 601, and Appendix 12; and Standing Orders, Royal Army Medical Corps, 1937, paras. 270 to 280.)

- (i) General description of a venereal division.
- (ii) Grouping of patients according to diseases. Latrine and bath accommodation. Ward discipline.
- (iii) Marking and disinfecting clothing. Method of dealing with clothing of venereal patients. Crockery and cutlery.
- (iv) Steps taken on admission, and preliminary treatment, of a patient suffering from venereal disease.
- (v) Documents required for patients in a venereal division. Detailed description of forms and books used and the entries to be made therein. Records to be kept. Routine office work.
- (vi) Issue of cards of instruction (A.Fs. I 1242 and 1243) to patients suffering from syphilis and gonorrhœa.
- (vii) Routine discharge from hospital of venereal patients. Disposal of documents, clothing, utensils, etc.
- (viii) Procedure on transfer of a patient from one hospital or station to another, or for embarkation overseas.
- (ix) Procedure regarding continuation of treatment as an out-patient. Procedure for continuation of treatment in civil life after discharge from the army.
- (x) General duties of a special treatment orderly.
- (xi) Modification of procedure for India.
- (xii) Management of a preventive treatment room.
- (xiii) Common skin diseases, their nursing and treatment.  
(Two questions will be asked on this subject, one of which will be compulsory.)

SUBJECT B.—SYPHILIS, SOFT CHANCRE, CLIMATIC BUBOE AND HERPES GENITALIS.

## SYPHILIS.

- (i) Cause, mode of infection, etc.
- (ii) Clinical diagnosis and examination of the patient.
- (iii) Symptoms and signs. Congenital syphilis.
- (iv) Method of taking specimens for laboratory examination.
- (v) Method of taking blood for test. General principles of the Wassermann and Kahn tests.

- (vi) Method of lumbar puncture. Preparation of instruments required.
  - (vii) General lines of treatment. General and local treatment.
  - (viii) Specific treatment. Preparation of the patient and modes of administration. Toxic effects and their prevention and treatment.
  - (ix) Organic arsenical preparations.
  - (x) Bismuth.
  - (xi) Mercury.
  - (xii) Iodides.
  - (xiii) Choice of drugs and courses of treatment.
  - (xiv) Duties in connexion with intravenous, intramuscular and subcutaneous injections.
  - (xv) Duties in the treatment room as regards minor operations, dressings and local applications and general and local anæsthetics.
  - (xvi) Duties as regards regulating attendances for treatment.
  - (xvii) SOFT CHANCRE
  - (xviii) CLIMATIC BUBOE
  - (xix) HERPES GENITALIS
- } Cause, symptoms, complications and treatment.

SUBJECT C.—GONORRHŒA, URETHRITIS SIMPLEX,  
PHIMOSIS, PARAPHIMOSIS AND VENEREAL WARTS.

(Royal Army Medical Corps Training, 1935, paras. 562 to 569 inclusive, and diagrams and demonstrations.)

- (i) Anatomy and physiology of the genito-urinary tract in the male and its bearing on the clinical course and treatment of gonorrhœa.
  - (ii) Pathology, etc., of gonorrhœa.
  - (iii) Symptoms and complications of gonorrhœa.
  - (iv) Diagnosis and examination of the patient.
  - (v) Abortive treatment.
  - (vi) Main lines of treatment of gonorrhœa, including nursing and care of complications.
  - (vii) Instrumentation. Care and use of the various instruments.
  - (viii) Instruction in the irrigation room.
  - (ix) Instruction in the preparation of solutions.
  - (x) Treatment of gonorrhœal ophthalmia.
  - (xi) Laboratory diagnosis of gonorrhœa.
  - (xii) URETHRITIS SIMPLEX
  - (xiii) PHIMOSIS AND PARAPHIMOSIS
  - (xiv) VENEREAL WARTS
- } Cause, symptoms, complications and treatment.

## SUBJECT D.—LABORATORY METHODS.

- (i) Glass ware—care of glass, microscope slides, test-tubes, flasks, Petri dishes, Wassermann and Kahn tubes. Making pipettes.
- (ii) The microscope—mechanism, care and use. Dark ground illumination.
- (iii) Special apparatus—incubators, water baths, still, ice chest, hot-air oven, autoclave, steam sterilizer, etc.
- (iv) The chemical balance, its care and use. Metric system.
- (v) Preparation and sterilization of solutions.
- (vi) Smears—preparation, fixing and staining. Preparation of stains.
- (vii) Wassermann and Kahn tests—laying out of test-tubes and apparatus. Collection and washing of sheep's red blood corpuscles. Technique of tests. Preparation of serum and packing and sending by post.
- (viii) Laboratory methods with cerebro-spinal fluid.
- (ix) Elementary instruction in the preparation of culture media.

601. A soldier will be eligible for grading as special treatment orderly, class III, provided he has :—

- (a) Obtained qualifying marks at the examination for special treatment orderly, class III.
- (b) Completed one year's total service.

(c) **Class II.**

602. A special treatment orderly, class III, will be posted to a hospital for duty in the venereal department and will be continuously employed therein for a period of one year.

603. He will attend the lectures and demonstrations of the junior course of instruction for nursing orderly during this period and will also attend the examination for nursing orderly, class III, if he has not so qualified previously.

604. On the termination of twelve months' duty as a special treatment orderly, a report will be rendered on R.A.M.C. Form 24 by the O. i/c venereal department stating whether he has performed his duties satisfactorily and shown himself to be efficient in the care of and attendance on cases of venereal diseases. This certificate will be countersigned by the O.C. hospital and forwarded to O. i/c Records.

605. A special treatment orderly, class III, will be eligible for advancement to class II, provided he has :—

- (a) Completed twelve months' duty in the venereal department after qualifying as a special treatment orderly, class III.
- (b) Been satisfactorily reported upon by the O. i/c venereal department and O.C. hospital.
- (c) Qualified as nursing orderly, class III.
- (d) Completed two years' total service.

**(d) Class I.**

606. A special treatment orderly, class II, will be continuously employed in the venereal department of a hospital for a further period of one year.

607. During this period he will undergo a refresher course of instruction lasting three months. The instruction will be given by the specialist officer under whom he is employed and will consist of weekly lectures and demonstrations based on the above syllabus. He will be required to undergo an examination in all the subjects of the syllabus.

608. A special treatment orderly, class II, will be eligible for advancement to class I provided he has :—

- (a) Completed one year's duty as a special treatment orderly after qualifying for class II.
- (b) Obtained qualifying marks at the examination for class I.
- (c) Completed three years' total service.

**SECTION XXVIII.—OPERATING ROOM  
ASSISTANT (GROUP B).**

609. (a) **General arrangements.**

Class.	Course of instruction.	Examina- tions.	Educa- tional certificate.	Total service.	Other qualifi- cations.
I	3 months in operating theatre, 1 month as cutler.	May and November	2nd class	3 years and 4 months.	Nursing orderly, class I.

610. Before commencing training as operating room assistant, a nursing orderly must be in possession of the following qualifications :—

- (a) Nursing orderly, class I.
- (b) Second-class certificate of education.

611. He will undergo the course of training for operating room assistant as follows :—

Part A will be undergone in the operating theatre of any military hospital where a surgical specialist is appointed, and will occupy three months. The instruction will be given by this officer and the theatre sister.

Part B will be carried out at the Army Medical Store, Woolwich, or other authorized institution where a cutler is employed, and will last one month. The instruction will be given by the cutler and will commence on the first Monday of any month provided the O.C. can receive candidates.

In commands abroad where sanction for the training of nursing orderlies for the trade of operating room assistant has been given by the War Office, and where facilities do not exist for the full training in Part B to be carried out at an army medical store, or other authorized establishment where a cutler is employed, the following modified arrangements should be made, where local facilities exist.

Instructions will be given in :—

Subject C (i), by the surgical specialist, theatre sister or an operating room assistant ;

Subject C (ii) and (iv), by local R.E. or R.A.O.C. tradesmen ;

Subject C (iii), by R.E. electricians ;

Subject C (v), by the quartermaster or senior W.O. or N.C.O., R.A.M.C.

Every endeavour will be made to maintain the usual standard of efficiency amongst this class of tradesmen and soldiers so trained will be required to undergo a short refresher course of ten days' duration in Part B of the syllabus at the Army Medical Store, Woolwich, within three months of their return to the United Kingdom.

## 612. Syllabus of Training.

### Part A.

SUBJECT A.—GENERAL DUTIES IN THE OPERATING THEATRE.

- (i) The theory and practice of sterilization ; care and use of all kinds of sterilizers ; method of sterilizing various instruments and articles used in the

- operating theatre and the handling of sterile articles ; cleansing and care of hands and nails.
- (ii) Care, preparation and cleaning of the operating theatre its annexes and furniture ; preparation of patients for operation and their transfer to and from the wards ; an intelligent understanding of methods adopted.
  - (iii) Preparation, use and storage of antiseptics and solutions ; sterilization and storage of water.
  - (iv) Preparation, uses and storage of all kinds of ligature and suture material ; types of needles and conditions in which the various types are required.
  - (v) Preparation of dressings, swabs, packs, etc. ; method of arranging and packing drums ; care and inspection of gloves.
  - (vi) Care and preservation of surgical instruments, rubber goods, etc.
  - (vii) The responsibilities of the operating room assistant with regard to (a) the patient, (b) asepsis in the theatre, and (c) emergency apparatus (tracheotomy, transfusion and infusion sets, etc.).

SUBJECT B.—THEATRE TECHNIQUE AND THE CARE OF PATIENTS.

- (i) Care of patient during operation ; positions used in various operations ; duties in case of collapse during operations, including preparation of transfusion apparatus and saline ; technique of performing blood transfusion and preparation of citrated blood.
- (ii) Knowledge of the contents of the various gas cylinders used in operating theatres, their distinguishing marks, their care and maintenance ; the preparation of the anæsthetist's table—apparatus required ; duties in emergencies—artificial respiration—raising and lowering of operating table—what to do with the tongue ; knowledge of what to do during the induction of a general anæsthetic.
- (iii) General knowledge of the allocation of duties of a surgical team ; the preparation of an operating theatre under various active service or emergency conditions.
- (iv) General knowledge of the contents of Nos. 1 and 2 Field Ambulance Panniers.
- (v) Preparation of patients and instruments required for special operations, e.g., injection of hæmorrhoids, varicose veins, cystoscopy.

- (vi) Technique of spinal anæsthesia—position of patient—solutions used—care of patient during and after injection. Local anæsthesia—solutions used and their strengths.

### Part B.

#### SUBJECT C.—MAINTENANCE AND REPAIR OF INSTRUMENTS.

- (i) The identification of all instruments likely to be used in the operating theatre and wards, their construction and the method of taking apart and putting together of compound instruments.
- (ii) The use of hone and strop, the method of setting knives after use and the best method of wiping and keeping edged instruments in good condition.
- (iii) The care of electrical apparatus, repair and adjustment of connexions, charging and refilling of storage batteries, etc.
- (iv) The use of the soldering iron and the method of carrying out minor repairs with it.
- (v) To know what repairs can be done locally, what damaged instruments should go to the Army Medical Store and what to the contractors for repair.

613. On the termination of Part A, the surgical specialist will render a report stating whether the soldier has shown a satisfactory knowledge of his duties and is suitable in all respects to undertake the subordinate charge of an operating theatre. This certificate will be countersigned by the O.C. hospital, if he concurs, and forwarded with the candidate's examination papers.

614. The candidate will also be required to undergo a written, practical, and oral examination in subjects A and B.

615. After qualifying in Part A he will, if serving at home, be transferred to the Army Medical Store, Woolwich, or other authorized institution where a cutler is employed, under arrangements made by O. i/c Records. In the case of those serving abroad, training will be carried out as indicated in para. 611.

616. On the termination of Part B the O.C. Army Medical Store, or the surgical specialist in the case of candidates trained abroad, will personally test the candidate and will render a report to O. i/c Records, certifying that he has undergone the period of instruction and has attained a satisfactory standard of efficiency in the duties.

617. A nursing orderly, class I, will be eligible for grading as operating room assistant, class I, provided he has :—

- (a) Completed the course of instruction for operating room assistant.
- (b) Been satisfactorily reported upon by the surgical specialist and O.C. hospital.
- (c) Been satisfactorily reported upon by the O.C. Army Medical Store, or the surgical specialist in the case of candidates trained in Part B abroad.
- (d) Obtained qualifying marks at the examination for operating room assistant, class I.

### SECTION XXIX.—TRAINED NURSE (GROUP A).

#### 618. (a) General arrangements.

Class.	Course of instruction.	Examinations.	Educational certificate.	Period of continuous employment.	Total service.	Other qualifications.
I	As in para. 620.	November only.	2nd class	3 years	3½ years	Nursing orderly, class I.

619. Before commencing training for trained nurse a candidate must :—

- (a) Have completed the course of training for nursing orderly, class I.
- (b) Be in possession of a second-class certificate of education.

620. The syllabus of training will be on similar lines to that for nursing orderly, class I, but of a more advanced nature. The instruction will be carried out by an experienced officer and the matron (or sister), Q.A.I.M.N.S. The following text-book is recommended for this training : " A Complete System of Nursing for Male Nurses," by Millicent Ashdown (Publishers, Messrs. J. M. Dent & Sons, Ltd., 10, Bedford Street, W.C.2). Arrangements will also be made for instruction in invalid cookery, as specified in R.A.M.C. Training, 1935, paras. 860 to 879.

621. The examination will be written, practical and oral, and will consist of the following subjects :—

Subject A.—Anatomy and physiology.

Subject B.—Surgical nursing.

Subject C.—Medical nursing.

Subject D.—Ward management and the hygiene of patients.

Subject E.—Reports on (a) a surgical case, and (b) a medical case nursed by the candidate.

Medical Case Sheets (A.F. I 1237) will be used for the reports referred to in Subject E, which will be certified by the ward sister as the candidate's own composition. These reports will give the previous history of the patient with daily notes showing the treatment and progress of the case; temperature charts and Benton's diet charts will also be attached. The condition of the patient at date of handing in the report will also be stated.

Subject F.—Invalid cookery. To be conducted in the kitchen and to consist of the practical preparation of at least one article of invalid's diet.

622. In the practical and oral examination the following should be placed at the disposal of the board: bed and bedding; diagrams and bones; splints, bandages and dressings; surgical and medical appliances, thermometers, charts, instruments and sterilizers. In addition, patients for practical demonstrations should be available and at least one should be in bed.

623. The examination may be undergone by a candidate who has qualified as a nursing orderly, class I, but he will not be eligible for grading as trained nurse unless he has completed three years' training in the acute wards of a military hospital where sisters are employed.

624. A nursing orderly, class I, will be eligible for grading as trained nurse provided he has :—

(a) Obtained qualifying marks at the examination for trained nurse.

(b) Completed three years' training as specified in para. 623.

(c) Been recorded as of at least "very good" character.

625. A soldier who has qualified as in para. 624 will be granted a Certificate of Qualification as a Trained Nurse on A.F. C 344, on which will also be recorded all other special qualifications.

**(b) Civil qualification.**

626. The recognized civil qualification is :—

The certificate of registration as a male nurse under the Nurses' Registration Acts of Great Britain, Scotland or Ireland.

627. A recruit will be eligible for class III provided he holds the above civil qualification.

628. He will be eligible for advancement to class I provided he has :—

- (a) Passed Class of Instruction.
- (b) Completed one year's total service.

629. Trained nurses will be afforded all possible facilities and given special assistance in preparing for the State examination. The Education and Examination Committee of the General Nursing Council for England and Wales have decided that, in addition to those in possession of A.F. C 344, applicants who have undergone the training required for entry to the examination for trained nurse will also be eligible to enter for the State examination. The Committee have also decided that all applications from male nurses trained in the R.A.M.C. would be specially considered on their merits.

**SECTION XXX.—PHARMACIST (GROUP A).**

630. A pharmacist will be specially enlisted as such when required to fill a vacancy in an authorized establishment.

631. He must produce evidence that he has passed one of the following examinations :—

- (a) Qualifying examination of the Pharmaceutical Society of Great Britain.
- (b) Licentiate of the Pharmaceutical Society of Ireland.
- (c) Colonial qualification as Pharmacist, registered as such by the Pharmaceutical Societies of Great Britain or Ireland.

632. A recruit will be eligible for class III provided he holds one of the above qualifications.

633. He will be eligible for class I provided he has :—

- (a) Passed Class of Instruction.
- (b) Qualified as nursing orderly, class III.
- (c) Qualified in subject B of the examination for dispenser.
- (d) Completed one year's total service.

## SECTION XXXI.—DISPENSER (GROUP B).

## 634. (a) General arrangements.

Class.	Course.	Examina- tions.	Educa- tional certificate.	Other qualifica- tions.
I	Part A.—Six months at a hospital or at the School of Dispensing, Depot, R.A.M.C., Aldershot.	May and November	2nd class	See para. 635.
	Part B.—Four months at the School of Dispensing, Depot, R.A.M.C., Aldershot, at home, or in a hospital dispensary abroad.	May and November	2nd class	

635. Before commencing training as a dispenser a soldier must :—

- (a) (i) have qualified for promotion to the rank of corporal, as laid down in para. 480 ;  
(ii) be in possession of a first-class certificate of education ;

or

- (b) have been promoted to the rank of corporal under normal conditions.

636. The course of instruction for dispenser will be divided into two parts, designated " A " and " B."

Part " A " includes instruction for six months in subjects A, B and C, and may be undertaken at any hospital where the necessary facilities exist or at the School of Dispensing. The course will commence on or about 15th May or 15th November in each year.

Part " B " will consist of further training and instruction in special classes for at least four months in subjects D, E, F and G, and the candidate will, as far as possible, be relieved of all other duties which are likely to interfere with his instruction. In the case of those serving at home, this part of the course will be undergone at the School of Dispensing, but abroad it will be carried out at a central hospital. The course at home will commence on the third Monday in January and July in each year.

637. The instruction will be given by one or more officers (detailed by the O.C. hospital) and the N.C.O. i/c of the dispensary. Subject B will be taken by a quartermaster, when available.

638. The syllabus should be arranged for four lectures weekly, so that sufficient time will be available for revision of the work before the end of the course.

639. Officers and N.C.Os. should, at all times, give explanations in addition to facts, and as many practical demonstrations as possible bearing on the subject-matter in the text-books.

640. The following text-books are recommended for this training :—

The Elements of Pharmacy and Materia Medica, by W. Whitla, M.A. M.D. (Publishers: Ballière, Tindall & Cox.)

Manual of Chemistry for Dispensers. (Published by H.M. Stationery Office.)

The British Pharmacopœia.

Manual of Dispensing. (Published by H.M. Stationery Office.)

#### 641. Syllabus of training.

##### Part A.

##### SUBJECT A.—WEIGHTS AND MEASURES AND THE TRANSLATION OF PRESCRIPTIONS.

The several symbols, their meaning, use, and the relative proportion the measures they represent bear to one another, either by weight or capacity. Apothecaries and Imperial weights and measures. The metric system and the conversion of metric into Imperial units. The balance—types of such and their construction. The calculation of doses in prescriptions. The calculation of solids, etc., in solution, by percentage and proportional parts.

Latin names, words, and simple directions in general use in pharmacy. Numerals, synonyms and the translation of Latin prescriptions into English.

##### SUBJECT B.—SURGICAL INSTRUMENTS, FIELD MEDICAL EQUIPMENT, MEDICAL AND SURGICAL SUPPLIES AND ACCOUNTS.

Surgical instruments, other technical appliances used in military hospitals and field medical equipment. The component parts, care, uses, means of preservation of such.

Supplies and accounts. The regulations regarding medical and surgical supplies. The preparation of all accounts, indents, forms and other documents required for the supply, receipt and expenditure of medical equipment (*vide* Regulations for the Medical Services of the Army).

## SUBJECT C.—POISONS.

Their names, characters, dangerous doses and symptoms. The antidotes or other remedial measures to be used in cases of poisoning.

## Part B.

## SUBJECT D.—CHEMISTRY AND PHYSICS.

## PART I.—INORGANIC CHEMISTRY AND PHYSICS.

The syllabus of inorganic chemistry and physics is covered by chapters 1 to 24, Part I, and the list of definitions on pages 192 to 197, Manual of Chemistry for Dispensers.

(The pages quoted refer to Manual of Chemistry for Dispensers, published by H.M. Stationery Office.)

Lecture No.	Pages.	Subject of lecture.
(i)	11-14	Matter and its composition.
(ii)	16-18	General properties of matter.
(iii)	21-25	Forms of solid matter.
(iv)	27-28	Liquid substances and their properties.
(v)	31-34	Gases and their properties.
(vi)	37-39	Weight—density and specific gravity.
(vii)	41-46	The effects of physical forces—heat.
(viii)	46-49	Heat (continued).
(ix)	52-55	The effects of physical forces—light.
(x)	57-58	The effects of physical forces—electricity.
(xi)	59-64	Current electricity.
(xii)	67-68	The elements.
(xiii)	69-73	Chemical symbols—equations and valency.
(xiv)	74-78	Compounds—acids and bases and their properties.
(xv)	82-85	Chemical terms.
(xvi)	89-92	Grouping of the elements.
(xvii)	95-97	Monovalent elements—lithium and sodium.
(xviii)	100-103	Monovalent elements (continued)—potassium and <i>ammonium radical</i> .
(xix)	105-108	Monovalent and divalent elements—copper, silver, and gold.
(xx)	109-111	Monovalent and divalent elements (continued)—mercury and platinum.
(xxi)	114-118	Divalent elements—magnesium and calcium.
(xxii)	121-124	Divalent elements (continued)—strontium, barium, cadmium, zinc and radium.
(xxiii)	126-131	Divalent and trivalent elements—iron, nickel, cobalt and manganese.
(xxiv)	133-135	Trivalent elements—aluminium and boron.
(xxv)	137-139	Divalent and tetravalent elements—lead and tin.
(xxvi)	140-144	Tetravalent elements—carbon.
(xxvii)	145-148	Tetravalent elements (continued)—carbon (continued) and silicon.
(xxviii)	150-152	Trivalent and pentavalent elements—nitrogen.
(xxix)	153-156	Trivalent and pentavalent elements (continued)—phosphorus, arsenic, antimony and bismuth.
(xxx)	158-163	Divalent non-metallic elements—oxygen and sulphur.
(xxxi)	165-169	Monovalent, non-metallic elements—chlorine, bromine, iodine and fluorine.

## PART II.—ORGANIC CHEMISTRY.

The syllabus of organic chemistry is covered by chapters 1 to 8, Part II, and the list of definitions on pages 192 to 197, Manual of Chemistry for Dispensers.

Lecture No.	Pages.	Subject of lecture.
(i)	171-173	Nitrogen and sulphur compounds of carbon.
(ii)	174-175	Carbon and hydrogen compounds—the hydrocarbons.
(iii)	176-177	Carbon and hydroxyl compounds—alcohols and phenols.
(iv)	178-179	Aldehydes, ketones and organic acids.
(v)	181-182	Carbohydrates.
(vi)	183-184	Fats—oils and soaps.
(vii)	185-186	Amines, amides and amino acids, and alkaloids.
(viii)	188-191	Chlorine and iodine compounds of carbon. Anæsthetics. Gums, mucilages and resins.

SUBJECT E.—MATERIA MEDICA WITH RELEVANT PHARMACY AND THERAPEUTICS.

- (i) An elementary knowledge of the crude drugs of vegetable or animal origin; the composition of the official substances of a chemical nature; the officially recognized sera; antitoxins and vaccines described in the British Pharmacopœia.

Recognition of such as present obvious physical characters.

Knowledge of their physical characters, solubilities in the common solvents, chief active constituents, their official preparations or preparations containing them, their posology, incompatibilities and methods of storage, and manner of distribution where specified in the B.P.

- (ii) The candidate is expected to be familiar with the meaning of the commonly used therapeutic terms and to be able to state the chief medicinal uses of any drug included under (i) above.

Particular attention must be paid to recognized poisons and other potent substances.

SUBJECT F.—PREPARATIONS DESCRIBED IN THE BRITISH  
PHARMACOPŒIA.

- (i) Knowledge of the physical characters and the principles of preparation of the galenicals and other products included in the following :—

The Aromatic Waters (Aquæ)	Acetum Scillæ.
„ Confections.	Adeps Benzoinatus.
„ Dilute Acids.	Adeps Lanæ Hydrosus.
„ Effervescent Preparations.	Cataplasma Kaolini.
„ Eye Discs (Lamellæ).	Collodium Flexile.
„ Eye Ointments (Oculenta).	Elixir Cascaræ Sagradæ.
„ Extracts.	Ferri Carbonas Saccharatus.
„ Glycerins.	Ferri et Ammonii Citras.
„ Infusions.	Ferri et Quinine Citras.
„ Injections.	Gelatum Zinci.
„ Liniments.	Hydrargyrum cum Creta.
„ Lozenges (Trochisci).	Hydrargyrum Oleatum.
„ Mixtures.	Lotio Hydrargyri Nigra.
„ Mucilages.	Mel Boracis.
„ Ointments (Unguenta).	Pasta Zinci Oxidi Composita.
„ Oxymels.	Phenol Liquefactum.
„ Pills.	Tabella Glycerylis Trinitratis.
„ Plasters (Emplastra).	
„ Powders (Pulveres).	
„ Solutions (Liquores).	
„ Spirits.	
„ Suppositories.	
„ Syrups.	
„ Tinctures.	

- (ii) Knowledge of their composition and strengths of active constituents or chief ingredients of above. Recognition of such galenicals as present obvious physical characters.
- (iii) Knowledge of their posology, methods of storage and manner of distribution.

Particular attention must be paid to recognized poisons and other potent preparations.

SUBJECT G.—PHARMACY.

- (i) An elementary knowledge of the pharmaceutical, physical and chemical processes most commonly used in the preparation of galenicals and other medicinal products; their application, and the principles on which they are based.

Heat, disintegration and comminution, extraction, expression, filtration and colation, solution, crystallization, granulation, scaling, dialysis, compression, neutralization, precipitation, etc.

Particular attention must be paid to the principles and methods of sterillization, including the special processes used in the preparation of injections, as defined in Appendix XVI, B.P., 1932.

- (ii) The general principles for compounding of medicines and dispensing of prescriptions, including a general knowledge of posology, the detection of errors, unusual doses and incompatibilities, the calculation of percentages and other quantities occurring in prescriptions.
- (iii) The compounding and dispensing of medicines from autograph prescriptions selected from the following list, the translation and the writing of the directions in concise language and in a neat and distinct handwriting, and the finishing and proper direction of each package.

Blisters.	Mixtures.
Cachets.	Ointments.
Capsules.	Pastes.
Emulsions.	Pills (varnishing).
Gargles.	Plasters.
Inhalations.	Powders.
Injections (in ampoules or other containers).	Solutions (aqueous, oily or spirituous, etc.)
Liniments.	Suppositories.
Lotions.	

- (iv) To make such galenicals of the British Pharmacopœia as do not involve lengthy or complicated processes (*In this case the candidate will be allowed to use the British Pharmacopœia.*)

642. A soldier will be eligible for registration as a dispenser, class I, provided he has obtained qualifying marks at the examination for dispenser, class I, and has been certified as fit for the duties of dispenser, *vide* para. 532.

### (b) Civil qualifications.

643. The recognized civil qualifications are :—

- (a) Certificate as Assistant to an Apothecary of the Society of Apothecaries of London.
- (b) Certificate as Assistant to an Apothecary of the Society of Apothecaries of Dublin.

644. A recruit holding one of the above civil qualifications will be eligible for class III.

645. He will be eligible for advancement to class I provided he has :—

- (a) Passed Class of Instruction.
- (b) Qualified as a nursing orderly, class III.
- (c) Qualified in subject B of the examination for dispenser.
- (d) Completed one year's total service.

### SECTION XXXII.—MASSEUR (GROUP B).

#### 646. (a) General arrangements.

Class.	Course of instruction.	Examinations.	Educational certificate.	Period of continuous employment.	Total service.	Other qualifications.
III	9 months.	At end of course.	2nd class.	—	15 months.	—
II	—	—	—	9 months' further duty as masseur, class III.	2 years.	Nursing orderly, class III.
I	3 months' refresher course.	May and November.	—	1 year's further duty as masseur, class II.	3 years.	—

#### (b) Class III.

647. Before commencing training as a masseur a soldier must be in possession of the following qualifications :—

- (a) Passed Class of Instruction.
- (b) Second-class certificate of education.

648. He will undergo the course of instruction for masseurs at the R.A.M.C. School of Massage, Royal Victoria Hospital, Netley. The class will assemble on the first Monday in December in each year.

649. The instruction will be given by the Instructor, R.A.M.C. School of Massage under arrangements made by the O.C. Royal Victoria Hospital.

650. The following text-books are recommended for this training :—

- Gray's Pocket Anatomy. (Fagge.)  
 Physical Treatment by Movement, Manipulation and  
 Massage. (Mennell.)  
 A Textbook of Actinotherapy. (Rosewarne.)  
 Essentials of Medical Electricity. (Cumberbatch.)  
 Physiology. (Thornton.)

8. Delete paragraph 651 and substitute—

### 651. Syllabus of Training

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#### SUBJECT A.—ANATOMY AND PHYSIOLOGY.

##### ANATOMY

- (i) Bones.—Detail of processes, surfaces, borders, ligamentous and muscular attachments. Identification only of small bones of hand and foot, but full details of os calcis and astragalus. The general formation of the skull, but not the identification of its individual bones.
- (ii) Muscles and fasciæ.—Position, origin, insertion, action and nerve supply of skeletal muscles. The deep muscles of the neck, 4th and 5th layers of back muscles and muscles of the pelvic floor (not required in detail).
- (iii) Joints.—Detail except in case of vertebral column and hand where a general idea is required. Arches and functions of the foot in detail.
- (iv) Nerves.—Formation of cervical, brachial, lumbar and sacral plexuses. Detail of major nerves of the upper and lower extremity, including areas innervated by major sensory nerves, but not minor terminal branches thereof or segmental innervation. Course of a typical intercostal nerve.
- (v) Vessels.—(a) Arteries. Main trunks and their relations.  
 (b) Veins. Deep and superficial. The portal system.  
 (c) Lymphatics. General scheme of drainage including names and positions of important groups of glands.
- (vi) Anatomical spaces.—Axilla; triangles of neck; Scarpa's triangle; Hunter's canal; popliteal space. The boundaries, important contents and their relations are required.
- (vii) Surface Anatomy.—Thoracic and abdominal viscera. Major nerves and vessels. Tendons at wrist and ankle. Bony points.

##### PHYSIOLOGY

- (i) Tissues.—Epithelial; connective; nervous; muscular—their structure and functions. Constituents of the blood and their function. Mechanism of coagulation.
- (ii) Circulatory system.—The heart and pericardium. Structure of vessels. Blood pressure and factors maintaining circulation. The lymphatic system, structure of glands, formation and circulation of lymph.
- (iii) Digestive system.—Structure and functions of the alimentary canal, liver and pancreas. Outline of endocrine glands. Metabolism.

- (iv) Nervous system.—Outline of brain and cord. Motor and sensory conduction paths and cortical localisation. Cranial nerves and foramina of exit. Some detail of 5th, 7th and 11th nerves. Outline of autonomic system.
- (v) Respiratory system.—The air passages, lungs and pleura. Respiratory capacity and the control of respiration. Analysis of negative pressure in the thorax and its circulatory effects.
- (vi) Urinary system.—Detailed structure and functions of the kidneys. Outline of remainder.
- (vii) The skin.—Structure and functions.
- (viii) Physical and nervous factors producing fatigue.

#### SUBJECT B.—MASSAGE AND EXERCISES.

- (i) Massage.—Manipulations, their effects and uses. Contra-indications.
- (ii) Movement.—Axes and planes of movements. Leverage of joints. Relaxed movements, their effects and uses. Active movements; concentric, eccentric and static muscle work. Effects and uses.
- (iii) Inflammation.—Acute, sub-acute and chronic. Termination. Relationship to treatment in trauma and disease. Repair of bone and soft tissues.
- (iv) Treatments.—The treatment by massage and exercises of medical and surgical conditions including the more common of the following:—constitutional, circulatory, nervous and digestive conditions, deformities; trauma affecting bones, joints and muscles. Elementary pathology of these conditions except in the case of bone and nerve injuries where detailed pathology is required.
- (v) Professional etiquette and the care of patients.
- (vi) Asepsis and Antisepsis.—Sterilisation of instruments and proper handling of dressings.

#### SUBJECT C.—ELECTROTHERAPY.

- (i) Electro-physics.—Matter and energy and their relationship. The electron theory. Electro-statics and condensers. Current electricity. Definition of units. Potential. Series and parallel circuits. Ohm's Law.

- (ii) Electro-chemistry.—Elements and compounds. Voltaic pile and Volta's Law. Chemical cells :—voltaic, wet Leclanche, dry cell, Daniell cell. Accumulators. Effects of arrangement of cells in series and parallel.
- (iii) Electro-magnetism.—Essentials of magnetism. Oersted's discoveries and Ampere's Rule. Faraday's discoveries and Law. Lenz's Law. The induction coil. The Smart-Bristow, Spamer and Physio faradic coils. The effects and uses of faradism.
- (iv) Galvanism.—Detection and measurement of direct current—the milliammeter and voltmeter. Theory of ionisation and electrolysis. Biological, physical and physiological effects of galvanism on the living tissues. Ions used in ionic medication and their therapeutic properties. Preparation of solutions. Technique of ionisation. Electrolytic burns.
- (v) Sinusoidal current.—Essentials of alternating current. The static transformer. The effects and uses of sinusoidal current.
- (vi) High Frequency and Diathermy.—Analysis of H.F. currents. The D'Arsonval transformer. Diathermy apparatus. Effects and uses of H.F. and diathermy. Technique in treatment.
- (vii) Superimposed currents.—Galvano-faradic. Galvano-sinusoidal.
- (viii) Electrical reactions.—Normal and abnormal reactions of nerve and muscle. Estimation of R.D., testing for R.D.
- (ix) Radiant Energy.—Electron theory and the production of radiant energy. The spectrum and relationship of wave-lengths in the electro-magnetic spectrum. Physics of heat. Radiant heat, infra-red radiation ; their effects and uses. Physics of light. Ultra-violet light—detail of production by long-flame and enclosed arc. Estimation of dosage. The effects, technique and contra-indications.
- (x) Production of mains currents.—The dynamo and motor. A.C. and D.C. The dynamotor and rotary converter. The Grid System of distribution. How earth shocks arise and how they are prevented.
- (xi) Apparatus.—The medical switchboard, simple D.C., combined galvanic and faradic. The reversing

switch and DeWatteville switch. The Pantostat. The A.C. mains apparatus and metal rectifier. The double cell collector.

- (xii) Bath treatments.—Uni-polar and bi-polar baths. The Schnee and full-length baths. Indications for their use and technique.
- (xiii) Technique for special treatments.—Ear and nose ionisation, treatment of ulcers and sinuses.



652. A special examination will be held on or about 1st October in each year.

653. A soldier will be eligible for grading as masseur, class III, provided he has :—

- (a) Obtained qualifying marks at the examination for masseur, class III.
- (b) Completed fifteen months' total service.

654. A masseur, class III, who has shown special ability and aptitude, may be given ~~six~~ months' further instruction, at the discretion of the Training Officer, for the purpose of preparing for the examination of the Chartered Society of Massage and Medical Gymnastics. The Society requires that a candidate taking the examination shall be in possession of a school leaving certificate or its equivalent. The lowest army equivalent is the first-class certificate of education.

**(c) Class II.**

655. A masseur, class III, will be posted for duty to a hospital and will be continuously employed as such for a further period of nine months.

656. During this period he will attend the lectures and demonstrations of the junior course of instruction for nursing orderly and undergo the examination for nursing orderly, class III, if he has not so qualified previously.

657. On the termination of nine months' duty as a masseur a report will be rendered on R.A.M.C. Form 24 by the specialist officer under whom he is working, stating whether he has performed his duties satisfactorily during that period and shown himself to be an efficient masseur. This certificate will be countersigned by the O.C. hospital and forwarded to O. i/c Records.

658. A masseur, class III, will be eligible for advancement to class II provided he has :—

- (a) Completed nine months' duty as masseur, class III.
- (b) Been satisfactorily reported upon by the specialist officer and O.C. hospital.
- (c) Qualified as nursing orderly, class III.
- (d) Completed two years' total service.

**(d) Class I.**

659. A masseur, class II, will be continuously employed as such for a period of one year.

660. During this period he will undergo a refresher course of instruction lasting at least three months. The instruction will be given by the specialist officer under whom he is employed and will consist of weekly lectures and demonstrations based on the above syllabus. He will be required to undergo an examination in all the subjects of the syllabus.

661. A masseur, class II, will be eligible for advancement to class I provided he has :—

- (a) Completed one year's duty after qualifying as masseur, class II.
- (b) Obtained qualifying marks at the examination for class I.
- (c) Completed three years' total service.

**(e) Civil qualification.**

662. The recognized civil qualification is :— *Electrotherapy.*  
Certificate as Masseur (including ~~Medical Electricity~~) of the Chartered Society of Massage and Medical Gymnastics.

663. A recruit holding the above civil qualification will be eligible for class III.

664. He will be eligible for advancement to class I provided he has :—

- (a) Passed Class of Instruction.
- (b) Qualified as nursing orderly, class III.
- (c) Completed one year's total service.

**SECTION XXXIII.—LABORATORY ASSISTANT  
(GROUP B).**

665. (a) General arrangements.

Class.	Course of instruction.	Examina-tions.	Educa-tional certi-ficate.	Period of continuous employment.	Total service.	Other qualifications.
III	8 months.	At the end of each part of course.	2nd class.	—	14 months.	—
II	—	—	—	10 months' as labora-tory assis-tant, class III.	2 years.	Nursing orderly, class III.
I	3 months' refresher course.	May and Novem-ber.	—	1 year's em-ployment as labora-tory assis-tant, class II.	3 years.	—

**(b) Class III.**

666. Before commencing training as laboratory assistant a soldier must be in possession of the following qualifications :—

- (a) Passed Class of Instruction.
- (b) Second-class certificate of education.

Preference will be given to those possessing scientific know-ledge or training.

667. The course of instruction will be undergone at the Royal Army Medical College, commencing on the first Monday in June and December in each year, and will be divided into two parts :—

- Part A. Pathological laboratory (five months).
- Part B. Hygiene laboratory (three months).

10. Paragraph 667. *Delete* lines 5 and 6 and *substitute*—

- Part A. Pathological laboratory (4½ months).  
Biochemical laboratory (2 weeks).
- Part B. Hygiene laboratory (3 months).

668. The instruction will be carried out by the professors and their assistants and the candidates will also attend and take notes at certain lectures given by the professors to R.A.M.C. officers.

669. At the termination of the course at the Royal Army Medical College, those candidates (normally not exceeding three) who are selected for training in the special duties required with Water Tank Companies, R.A.S.C., on mobilization, will proceed to the Army School of Hygiene, Aldershot, for fourteen days' further instruction in practical water purification.

The Commandant, Royal Army Medical College, will ascertain from O. i/c Records the number of men to be so trained, and he will then select those whom he considers suitable for this special duty.

670. **Syllabus of training.**

**Part A.**

SUBJECT A.—Preparation, standardization and use of culture media.

SUBJECT B.—Methods of use, cleaning, sterilization and care of all apparatus used in pathological laboratories.

SUBJECT C.—General laboratory technique, care of laboratory animals and the keeping of laboratory records.

**Part B.**

SUBJECT D.—Construction, fitting, cleaning, uses and care of all apparatus used in chemical laboratories.

SUBJECT E.—Principles of physics, chemistry and chemical analysis; their practical application.

SUBJECT F.—Applied hygiene, refuse disposal, drainage, ventilation, meteorology, water supplies, food inspection, disinfection.

671. (a) The examinations in Part A and Part B, which will be written, practical and oral, will be regarded as entirely separate examinations and will be held on the termination of each part of the course, the candidate being required to obtain 60 per cent. qualifying marks in each examination.

(b) Subjects A, B, and C in Part A will be regarded as one subject within the meaning of para. 529, and similarly subjects D, E and F in Part B.

(c) A candidate who fails in the examination for Part A will not be allowed to undergo instruction in Part B unless he is recommended by the examining board for further training

and examination in Part A. If such further training is recommended it will be carried out concurrently with the course for Part B.

672. A soldier will be eligible for grading as laboratory assistant, class III, provided he has :—

- (a) Obtained qualifying marks at the examination for laboratory assistant, class III.
- (b) Completed fourteen months' total service.

**(c) Class II.**

673. A laboratory assistant, class III, will be posted for duty in a hospital or laboratory and will be employed in his special subject for a period of ten months.

674. During this period he will attend the lectures and demonstrations of the junior course of instruction for nursing orderly and will also undergo the examination for nursing orderly, class III, if he has not so qualified previously.

675. On the termination of ten months' duty as laboratory assistant, class III, a report will be rendered on R.A.M.C, Form 24 by the specialist officer under whom he is working, stating whether he has performed his duties satisfactorily and shown himself to be an efficient laboratory assistant. This certificate will be countersigned by the O.C. hospital and forwarded with his remarks to O. i/c Records.

676. A laboratory assistant, class III, will be eligible for advancement to class II provided he has :—

- (a) Completed ten months' duty as laboratory assistant class III.
- (b) Been satisfactorily reported upon by the specialist office and O.C. hospital.
- (c) Qualified as nursing orderly, class III.
- (d) Completed two years' total service.

**(d) Class I.**

677. A laboratory assistant, class II, before he is eligible for class I must have been employed on technical duties in a pathological laboratory for a period of at least one year.

678. During this period he will undergo a refresher course of instruction of not less than three months. The instruction

will be given by the specialist officer under whom he is employed, and will consist of at least eighteen lectures and demonstrations based on the above syllabus, Parts A and B, the details of which will be furnished annually in November by the Commandant, R.A.M. College, to the Training Officer for circulation to Os.C. R.A.M.C. commands. The candidate will be required to undergo a written, practical and oral examination in all the subjects of the syllabus.

A refresher course (normally not exceeding five candidates) will also be held each year at the R.A.M. College, commencing on or about the 1st March. This course will be confined to those laboratory assistants, class II, who are serving in commands where adequate local facilities do not exist for their training for class I. Candidates will attend for such a period as is considered necessary by the pathologist under whom the soldier is serving, but not exceeding three months. (See also para. 501.)

679. A laboratory assistant, class II, will be eligible for advancement to laboratory assistant, class I, provided he has :—

- (a) Completed one year's technical duty in a pathological laboratory as laboratory assistant, class II.
- (b) Obtained qualifying marks at the examination for laboratory assistant, class I.
- (c) Completed three years' total service.

**(e) Civil qualification.**

680. The recognized qualification is :—

Certificate of the Pathological and Bacteriological Assistants' Association.

681. A recruit will be eligible for class III provided he holds the above civil qualification.

682. He will be eligible for advancement to class I provided he has :—

- (a) Passed Class of Instruction.
- (b) Qualified as nursing orderly, class III.
- (c) Completed one year's total service.

## SECTION XXXIV.—RADIOGRAPHER (GROUP B.)

## 683. (a) General arrangements.

Class.	Course of instruction.	Examinations.	Educational certificate.	Continuous employment.	Total service.	Other qualifications.
III	8 months.	At end of each part of course.	2nd class.	—	14 months	—
II	—	—	—	10 months' further duty as radiographer, class III.	2 years.	Nursing orderly, class III.
I	3 months' refresher course.	May and November.	—	1 years' further duty as radiographer, class II.	3 years.	—

## (b) Class III.

684. Before commencing training as radiographer a soldier must be in possession of the following qualifications :—

- (a) Passed Class of Instruction.
- (b) Second-class certificate of education.

He will undergo the course of instruction for radiographers at the Royal Army Medical College and The Queen Alexandra Military Hospital, London, which will last eight months.

## 685. Syllabus of training.

## SUBJECT A.

(i) General physics.—Electrical attraction and repulsion, conductors and insulators, electrostatic measurements and units, direct currents, alternating currents, electrical measurements, laws of induction, direct current dynamo and motor.

(ii) X-ray physics.—Electro-magnetic radiations, including ultra-violet, X-rays and Gamma rays, intensity and wavelength relationship, spectra, including continuous and

characteristic radiations, energy distribution in spectra, absorption of X-ray—photo-electric and scattering, filtration, X-ray measurements in therapy and radiography.

(iii) Radio-activity.—Alpha, Beta and Gamma rays, radio-active transformations and families, radium and radon, dosage in Curie therapy.

(iv) Protection.—In accordance with the recommendations of the International X-Ray and Radium Protection Committee.

(v) Ultra-violet radiations from therapeutic sources.

#### SUBJECT B.

Apparatus construction.—The spark coil, the interrupter, the transformer, mechanical rectifiers, valve rectifiers, condenser units, three-phase units, gas tubes, hot cathode tubes, dynamo and motor, alternating and direct currents, electric light and power distribution, apparatus for ultra-violet rays, service apparatus.

#### SUBJECT C.

Photography.—Photographic chemistry (elementary), lantern slide making, printing, copying, clinical photography, enlarging, reducing.

#### SUBJECT D.

Anatomy and elementary physiology.—The human body— anatomy and physiology in general, elementary development and repair, bones and joints, including ossification, upper extremities, lower extremities, spinal column and trunk, skull, including teeth, surface markings, special region of the body, normal radiographic appearance of organs after administration or injection of opaque substances, first aid in the X-ray room.

#### SUBJECT E.

Practical radiography.—Radiographic technique in general, practical radiography in peace and war, localization of foreign bodies.

#### SUBJECT F.

Radiation therapy.—X-radiation, treatment and methods of dosage, radium (elementary), ultra-violet rays.

The following text-books are recommended for this training :—

- X-Rays. Their Origin, Dosage and Practical Application. (Schall.)
- Medical Electricity for Students. (Browne.) (Part I only applicable.)
- Clinical Photography. (Kodak.)
- Physiology. (R.A.M.C. Training.)
- Anatomy, Handbook of, for Students of Massage. (Margaret BJORKEGREN.)
- Radio-activity and Radio-active Substances. (Chadwick.) (Chapters 1 and 2. Paragraphs 15, 18, 22, 34, 36, 49, 50, 54, 56, 57 and 62.)
- Radium and Cancer. (H. S. SOUTTAR.)
- Sunlight and Artificial Light. (Harold WIGG.)

686. The examinations will be written, practical and oral in each subject and will be held as follows :—

- In subjects A, B, C and D—at the end of six months.
- In subjects E and F—at the end of the course.

687. A soldier will be eligible for grading as radiographer, class III, provided he has—

- (a) Obtained qualifying marks at the examination for radiographer, class III.
- (b) Completed 14 months' total service.

### (c) Class II.

688. A radiographer, class III, will be posted for duty in a hospital and will be continuously employed in his special subject for a period of 10 months.

689. During this period he will attend the lectures and demonstrations of the junior course of instruction for nursing orderly and undergo the examination for nursing orderly, class III, if he has not so qualified previously.

690. On the termination of 10 months' duty as a radiographer, class III, a report will be rendered on R.A.M.C. Form 24 by the specialist officer (or O.C. hospital when there is no specialist officer) under whom he is working stating whether he has performed his duties satisfactorily and shown himself to be an efficient radiographer. This certificate will be countersigned by the O.C. hospital and forwarded with his remarks to O. i/c Records.

691. A radiographer, class III, will be eligible for advancement to class II provided he has :—

- (a) Completed 10 months' duty as radiographer, class III.
- (b) Been satisfactorily reported upon by the specialist officer and O.C. hospital.
- (c) Qualified as nursing orderly, class III.
- (d) Completed two years' total service.

**(d) Class I.**

692. Before he is eligible for class I a radiographer, class II, must be employed as such for a further period of one year.

693. (a) During this period he will undergo a refresher course of instruction of not less than 3 months. The instruction will be given by the specialist officer under whom he is employed and will consist of lectures and demonstrations based on subjects E and F of the above syllabus, the details of which will be furnished annually in November by the Commandant, R.A.M. College, to the Training Officer for circulation to Os.C. R.A.M.C. in commands.

(b) A refresher course (normally not exceeding five candidates) will also be held each year at the R.A.M. College, commencing on or about the 20th August. This course will be of three months' duration and vacancies will be limited to those radiographers, class II, who are serving at stations where no radiologist is employed. (*See also para. 501.*)

(c) He will be required to undergo written, practical and oral tests in subjects E and F of the syllabus. In stations where no specialist officer is available, at least four radiographs, which have been taken by the candidate in the practical test in subject E, will be attached to the candidates' examination papers when forwarded to the Training Officer.

694. A radiographer, class II, will be eligible for advancement to radiographer, class I, provided he has :—

- (a) Completed one year's duty as radiographer, class II ;
- (b) Obtained qualifying marks at the examination for radiographer, class I ;
- (c) Completed three years' total service.

**(e) Civil qualification.**

695. The recognized civil qualification is :—

The Diploma of Membership of the Society of Radiographers.

696. A recruit will be eligible for class III provided he holds the above civil qualification.

697. He will be eligible for advancement to class I provided he has :—

- (a) Passed Class of Instruction.
- (b) Qualified as nursing orderly, class III.
- (c) Completed one year's total service.

### SECTION XXXV.—CLERK (GROUP C).

698. (a) General arrangements.

Class.	Course of instruction.	Examina-tions.	Educa-tional certi-ficate.	Continuous employment.	Total service.	Other qualifications.
III	6 months' duty in hospital and company offices.	May and Novem-ber.	2nd class.	—	1 year.	—
II	6 months in hos-pital, quar-ter-master and company offices.	—	—	1 year's service as clerk, class III.	2 years.	Nursing orderly, class III.
I	6 months in office of O.C. R.A.M.C. of com-mand.	May and Novem-ber.	—	1 year's service as clerk, class II.	3 years.	—

699. The senior clerk in each office will be responsible for the training of the candidate (including practical instruction in typewriting), and all possible facilities will be given for him to attend an army school, or other institution, for instruction in shorthand.

**(b) class III.**

700. Before commencing training as a clerk, a soldier must be in possession of the following qualifications:—

- (a) Second-class certificate of education.
- (b) Passed Class of Instruction.
- (c) Certified by his O.C. that he is of regular habits and strictly temperate.

He will be employed in hospital and company offices for a period of at least six months, during which he will receive practical instruction in general office routine, statistical records and returns and typewriting.

**701. Syllabus of training for clerk, class III.****SUBJECT A.—GENERAL OFFICE ROUTINE.**

- (i) A general knowledge of King's Regulations, 1935, Section XIII.
- (ii) Principles of registration and distribution of correspondence.
- (iii) Scrutiny and checking papers before and after signature.
- (iv) Subjects dealt with by other local offices (*e.g.* Engineer, Ordnance, Barrack, Supply, etc.).
- (v) Supply and economy in use of stationery and army forms and books.
- (vi) List of returns and books on charge.
- (vii) The drafting of simple memoranda and letters.
- (viii) The amendment of regulations, etc.

**SUBJECT B.—STATISTICAL RECORDS AND RETURNS.**

- (i) Preparation, maintenance and disposal in peace and war of Admission and Discharge Books, Hospital Card Index, Medical Case Sheets, Diet Sheets and Medical History Sheets.
- (ii) Preparation of statistical returns, daily state of sick, monthly returns and annual reports.
- (iii) Procedure in notification of deaths and cases of serious illness or infectious disease.
- (iv) Returns of vaccination, inoculation and examination of recruits.
- (v) General procedure in connexion with medical boards and invaliding, courts of inquiry on injuries, instructions relative to medical attendance.

## SUBJECT C.—TYPEWRITING.

150 words copied from legible manuscript in 10 minutes.

## SUBJECT D.—SHORTHAND (ADDITIONAL AND OPTIONAL).

250 words in 5 minutes. Time allowed for transcription, 1½ hours. Any style of shorthand may be used.

702. The examination will be written, practical and oral. In subjects "C" and "D", if the candidate does not complete the test in the allotted time he will be considered to have failed.

Any make of typewriter may be used in the examination for subject "C," but special attention will be given to style, accuracy, spacing and "touch," the latter being essential when carbon copies are required.

703. A soldier will be eligible for registration as clerk, class III, provided he has :—

- (a) Undergone six months' duty in hospital and company offices and is certified by the C.O. that he is of regular habits and strictly temperate.
- (b) Obtained qualifying marks at the examination for clerk, class III.
- (c) Obtained a second-class certificate of education.
- (d) Completed one year's total service.

**(c) Class II.**

704. A clerk, class III, will be employed as such for a period of one year.

During this period he will :—

- (a) Be employed as follows—
  - (i) two months in the office of a hospital ;
  - (ii) two months in the office of a quartermaster ;
  - (iii) two months in a company office ; and
- (b) Attend the lectures and demonstrations of the junior course of instruction for nursing orderly, and undergo the examination for nursing orderly, class III, if he has not so qualified previously.

A certificate of proficiency will be obtained from the O. i/c each office and countersigned by the O.C. hospital, who will also complete certificates "A" and "C" of R.A.M.C. Form 24.

The O.C. company will forward R.A.M.C. Form 24, together with the above certificates, to O. i/c Records.

Special cases, where difficulty is experienced in carrying out this employment, should be referred to the Training Officer.

### 705. Syllabus of training for clerk, class II.

#### SUBJECT A.—STATISTICAL RECORDS AND RETURNS.

A more detailed knowledge of the syllabus laid down for Class III, Subject B.

#### SUBJECT B.—ROUTINE OF A QUARTERMASTER'S OFFICE.

- (i) Preparation and maintenance of clothing and equipment accounts.
- (ii) Method of demanding and accounting for rations, fuel and light.
- (iii) Preparation of claims for hospital charges.
- (iv) Mode of recovery of personal charges.
- (v) Indents for barrack stores and regulations for R.E. repairs.

#### SUBJECT C.—COMPANY OFFICE DUTIES.

- (i) General knowledge of pay duties, including preparation of the Pay and Mess Books, detachment pay sheets.
- (ii) Mode of recording soldiers' services in peace and war.
- (iii) Discharge and Transfer to Reserve documents.
- (iv) Preparation of Orders, Parts I and II.
- (v) Regimental returns, including A.Fs. B 58 and B 157, R.A.M.C. Form No. 1, establishment and other corps returns.

#### SUBJECT D.—VARIOUS PROCESSES OF DUPLICATING.

706. A clerk, class III, will be eligible for advancement to class II provided he has :—

- (a) Been employed as a clerk for a period of one year after qualifying as clerk, class III.
- (b) Obtained certificates of proficiency as laid down in para. 704.
- (c) Qualified as a nursing orderly, class III.
- (d) Completed two years' total service.

#### (d) Class I.

707. A clerk, class II, will be posted to the office of the O.C., R.A.M.C., of a command for a period of six months. Special cases where difficulty is experienced in carrying out this training should be referred to the Training Officer.

## 708. Syllabus of training for clerk, class I.

## SUBJECT A.—GENERAL OFFICE ROUTINE INCLUDING THAT OF A HEADQUARTER OFFICE.

- (i) A detailed knowledge of K.R., 1935, Section XIII, and of Instructions for dealing with Documents and Correspondence in Military Offices.
- (ii) A general knowledge of the organization of a Command or Divisional Headquarters and of the duties for which the various branches are responsible.
- (iii) Military terms, abbreviations and definitions.

## SUBJECT B.—ADMINISTRATIVE MEDICAL DUTIES.

- (i) Hospitals, medical inspection rooms, hospital ships, medical stores.
- (ii) Mobilization arrangements for regimental units.
- (iii) Recruiting arrangements.
- (iv) Medical arrangements for the training of all troops.
- (v) Powers in relation to losses and deficiencies.
- (vi) Supply of military books and maps.

## SUBJECT C.—ADMINISTRATIVE CORPS DUTIES.

- (i) Mobilization arrangements for R.A.M.C.
- (ii) Establishments of hospitals and other medical units and method of meeting demands for personnel, including specialists.
- (iii) Movement of officers and other ranks, R.A.M.C. Routes. Warrants.
- (iv) Rules governing promotion of other ranks.
- (v) Courts of inquiry.
- (vi) Grant, forfeiture and disposal of medals.

## SUBJECT D.—MILITARY LAW AND COURT-MARTIAL PROCEDURE.

The preparation of all documents necessary in connexion with charges, courts-martial, etc.

## SUBJECT E.—TYPEWRITING.

300 words copied from legible manuscript in 10 minutes.

## SUBJECT E.—SHORTHAND (ADDITIONAL AND OPTIONAL).

400 words in 5 minutes. Time allowed for transcription, 1½ hours. Any style of shorthand may be used.

The examination will be written, practical and oral. In subjects "E" and "F", if the candidate does not complete the test in the allotted time, he will be considered to have failed.

Any make of typewriter may be used in the examination for subject "E," but special attention will be given to style, accuracy, spacing and "touch," the latter being essential when carbon copies are required.

709. A clerk, class II, will be eligible for advancement to class I provided he has—

- (a) Been employed as a clerk for one year after qualifying as clerk, class II.
- (b) Obtained qualifying marks at the examination for clerk, class I.

*(A candidate will be permitted the use of the following books at the examination for class I: King's Regulations, Manual of Military Law, Regulations for the Medical Services of the Army, Standing Orders, R.A.M.C., and Allowance Regulations.)*

## SECTION XXXVI.—HOSPITAL COOK.

## 710. (a) General arrangements.

Class.	Course of instruction.	Examinations.	Educational certificate.	Continuous employment.	Total service.	Other qualifications.
III	Junior course, 3 months.	At end of course.	3rd class.	—	1 year.	3 months' probation.
II	—	—	—	1 year as hospital cook, class III.	2 years.	Nursing orderly, class III.
I	Senior course, 3 months.	Home— at end of course. Abroad— May and November.	2nd class.	1 year's duty as hospital cook, class II.	3 years.	—

711. The courses of instruction for the training of hospital cooks comprise :—

- (a) The junior course of instruction to qualify for class III.
- (b) The senior course of instruction to qualify for class I.

Each course will last three months and will commence on the last Monday in February, May, August and November.

The junior course of instruction will be carried out at the R.A.M.C. School of Hospital Cookery, Cambridge Hospital, Aldershot.

The senior course of instruction will be carried out :—

*At home*, at the R.A.M.C. School of Hospital Cookery, Cambridge Hospital, Aldershot.

*Abroad*, in any hospital of 50 beds or over, or in the largest hospital in the command if there is none of 50 beds, under a hospital cook, class 1.

712. The instruction will be given by the officer and warrant officer or N.C.O. instructors. Lectures will also be given by the Assistant Director of Hygiene, Aldershot Command, or by the A.D.H. or D.A.D.H. of a command abroad. In commands abroad where these officers are not posted, the lectures will be given by a senior medical officer.

### (b) Class III. Group B.

713. Before a soldier commences training as a hospital cook he must possess the following qualifications :—

- (a) Passed Class of Instruction.
- (b) Third-class certificate of education.
- (c) Certified by C.O. to be strictly temperate and clean in appearance and habits.
- (d) Certified by a pathologist that he is not a "carrier" of dysentery or enteric germs. (In special cases it may be necessary to extend this examination to other diseases.)
- (e) Three months' probationary employment in a hospital kitchen. (In special cases this period may be reduced at the discretion of the Training Officer.)

## 714. JUNIOR COURSE OF INSTRUCTION FOR HOSPITAL COOK.

### Syllabus for training.

#### SUBJECT A.—KITCHEN MANAGEMENT.

- (i) Cleanliness of the kitchen and annexes.
- (ii) Names and uses of the various utensils.
- (iii) The use of various cleaning materials and disinfectants, prevention and destruction of flies.

- (iv) Management and cleaning of equipment, sterilizers and hot plates.
- (v) Methods of washing up of kitchen utensils, cleaning of ranges, gas stoves and the different cooking apparatus in use.
- (vi) Economical use of fuels.
- (vii) Collection and disposal of by-products and refuse.
- (viii) The management of different ovens, etc., use field cooking.

SUBJECT B.—HOSPITAL DIETS AND EXTRAS AND SPECIAL SICK COOKING.

(1) Hospital diets and extras.

- (i) Names and meaning of the various terms in cookery. Foodstuffs in season, appearances and quality of vegetables and fruits.
- (ii) Cleaning, cutting, trimming and different ways of cooking vegetables. Preparation of potatoes, pulses and cereals.
- (iii) Characteristics of the flesh of various animals and how to judge its quality; the names of parts or joints; butchering, boning, carving and salting; description and quality of poultry, game and fish; drawing, boning, trussing and filleting; eggs, milk and butter.
- (iv) Demonstration of the different methods of cooking—roasting, baking, boiling, braising, frying, grilling, stewing and steaming. Loss in weight and time required for cooking.
- (v) Preparation of beef tea, gravies, stock and soups. Clarification of fat.
- (vi) The recognition of the varieties of fish in common use; cooking according to their nature and qualities—baking, boiling, frying, grilling, steaming; fish-cakes, fricassé and pies. Sauces and accompaniments to the different dishes.
- (vii) The preparation of curries, haricot mutton, Irish stew, brown stew, meat patties, meat pies, meat roll, meat puddings, minced meat, rissoles, shepherd's pie and stewed rabbit.
- (viii) The making of cocoa, coffee and tea; different methods of cooking eggs—boiled, coddled, plain omelette, poached, scrambled, etc. Cooking of bacon and ham; sterilization of milk.



11. Para. 714. SUBJECT A.—KITCHEN MANAGEMENT.  
154. *Add* at end—

43  
Med.  
1177

- (ix) A practical test in cooking on a "galley-stove"
- (x) Instruction in yeast-making.

- (ix) Method of preparing cakes—fruit, plain, rock and seed ; pancakes, short paste, suet crust, pies and tarts ; milk puddings, custards. Mixed vegetable salad, fruit salad.
- (x) Preparation of arrowroot, barley water, bread and milk, egg flip, gruel, lemonade, rice milk.

## (2) Special sick cooking.

- (xi) Preparation of oyster and chicken cream soups.
- (xii) Various methods of preparing sole and its sauces ; fish soufflés.
- (xiii) Chicken cream, rabbit cream, chicken broth ; boiled, fricassé, minced, roasted, sauté chicken.
- (xiv) Lamb, mutton and veal cutlets ; fillet steaks mutton broth, tripe, bread sauce, espagnole sauce, mint sauce.
- (xv) Cauliflower au gratin, french beans, creamed spinach, baked and stuffed tomatoes.
- (xvi) Preparation of calves' foot jelly, lemon jelly, port wine jelly, beef tea jelly, fish jelly, caramel pudding, junket.
- (xvii) Making of sponge cakes and scones.
- (xviii) Preparation of barley milk, egg nog, toast water, whey, various prepared foods, Horlick's malted milk, Benger's and Mellin's foods, etc.

715. A soldier will be eligible for grading as hospital cook, class III, provided he has :—

- (a) Undergone the junior course of instruction for hospital cook.
- (b) Obtained qualifying marks at the examination for hospital cook, class III.
- (c) Completed one year's total service.

## (c) Class II. Group B.

716. A hospital cook, class III, will be posted to a hospital for duty in the kitchen and will be continuously employed therein for a further period of one year.

During this period he will attend the lectures and demonstrations of the junior course of instruction for nursing orderly and undergo the examination for nursing orderly, class III, if he has not so qualified previously.

On the termination of one year's duty as a hospital cook, class III, a certificate by his commanding officer, stating whether he has performed his duties satisfactorily during that period and shown himself an efficient hospital cook, will be forwarded to O. i/c Records on R.A.M.C. Form 24.

717. A hospital cook, class III, will be eligible for advancement to class II providing he has :—

- (a) Completed one year's duty as hospital cook, class III.
- (b) Been satisfactorily reported upon by the O.C. hospital.
- (c) Qualified as nursing orderly, class III.
- (d) Completed two years' total service.

#### (d) Class I. Group A.

### 718. SENIOR COURSE OF INSTRUCTION FOR HOSPITAL COOK.

#### Syllabus of Training.

SUBJECTS A AND B OF JUNIOR COURSE  
(ADVANCED INSTRUCTION).

SUBJECT C.—THE HYGIENE OF COOKERY.

- (a) General hygiene. Cause and prevention of disease. The carrier infections. Food poisoning.
- (b) The uses and values of foods.
  - (i) Measurements of energy value.
  - (ii) Constituents yielding energy, carbohydrates, fats, proteins.
  - (iii) Proper proportion of the food constituents.
  - (iv) Food not yielding energy. Water, salts, accessory factors.
  - (v) Distribution of foods in ordinary foodstuffs :—
    - (a) Animal foods.
    - (b) Vegetable foods.
    - (c) The food requirements of the soldier in health and sickness.
      - (i) Method of determining the actual requirements.
      - (ii) Influence of work, temperature, size and age.
      - (iii) Hospital rations.

SUBJECT D.—COOKING FOR SICK OFFICERS AND SUPERIOR  
HOUSEHOLD COOKERY.

The preparation and cooking of the following :—

- (i) Soups.—Julienne, oxtail, carrot, tomato, cream of barley, vegetable, mulligatawny.
- (ii) Sauces.—Espagnole, Hollandaise, piquant, tartare.
- (iii) Fish.—Cod au gratin, fried plaice, cream of fish, sole marguerite, parmesan halibut.
- (iv) Entrees.—Beef steak, beef olives, haricot mutton, raised pork pie, veal soufflé, chicken fillet, braised and fried sweetbreads.
- (v) Joints and game.—Roast stuffed breast of mutton, baked rump steak, roast pheasant.
- (vi) Vegetables.—Potato balls, rolls, chips, mashed ; braised celery, green peas.
- (vii) Cakes and pastry.—Madeira and Genoa cakes, Swiss roll, almond cheese tarts, coconut rocks, Welsh cheese cakes, Brighton sandwich.
- (viii) Sweets.—Fritters ; orange, vanilla and chocolate soufflés ; castle, ginger and queen puddings.
- (ix) Savouries.—Macaroni cheese, sardines on toast, savoury eggs, haddock savoury, cheese straws, cauliflower au gratin.
- (x) Ices.—Cream, vanilla, strawberry ; ice soufflés.

719. *At home.* Arrangements will be made by O. i/c Records to post hospital cooks, class II, to the R.A.M.C. School of Hospital Cookery, to undergo the senior course of instruction for hospital cook as soon as possible after they have been advanced to class II.

*Abroad.* The senior course of instruction for hospital cook may be undergone in a hospital of 50 beds, or over (or in the largest hospital in the command if there is none of 50 beds), under a hospital cook, class I. A hospital cook who has undergone the senior course of instruction for hospital cook abroad will be required to undergo a modified course at the R.A.M.C. School of Hospital Cookery on his return to home service.

The following textbook is recommended for this training :—

The Olio Cookery Book. Published by Ernest Benn, Ltd., 154, Fleet Street, London, E.C.4, 1934, edition, at 5s. 0d. in cloth cover, 2s. 6d. paper cover, postage 3d. each.

720. A hospital cook, class II, will be eligible for advancement to hospital cook, class I, provided he has :—

- (a) Been employed as a hospital cook for one year after having been advanced to hospital cook, class II.
- (b) Undergone the senior course of instruction for hospital cook.
- (c) Obtained qualifying marks in subjects C and D at the half-yearly examination for hospital cook, class I. The minimum qualifying marks for practical cookery (subject D) will be 75 per cent.
- (d) Been recommended *at home* by the O.C., R.A.M.C. School of Hospital Cookery, or, *abroad*, by the O.C. a military hospital of not less than 50 beds (or the largest hospital in the command if there is none of 50 beds), as suitable in all respects for appointment as hospital cook, class I.
- (e) Obtained a second-class certificate of education.
- (f) Completed three years' total service.

**Para. 721.**

*Delete, and substitute :—*

721. The recognized civil qualifications are :—

- (a) Cordon Bleu Certificate and Medal issued by the National Training College of Domestic Subjects (formerly known as the National School of Cookery).
- (b) Passed the Cordon Bleu Medal Course, *i.e.* in possession of :—
  - (i) Cook's Certificate
  - (ii) Advanced Cook's Certificate.
  - (iii) Institutional Cook's Certificate.
- (c) Group III Diploma.
- (d) Group I Diploma.
- (e) High Class Cookery Certificate.

Issued by the Glasgow and West of Scotland College of Domestic Science.

~~(a) Been recommended by the O.C. R.A.M.C. School of Hospital Cookery.~~

12. *Insert new para. :—*

43  
Med.  
1177

723A. A Hospital Cook who qualifies in accordance with para. 714, is eligible for the issue of a certificate of competency as a Ship's Cook (A.F. B 5054A). This certificate, which is issued under the provisions of Section 27 of the Merchant Shipping Act, 1906, renders the holder eligible for the appointment of Ship's Cook, subject to proof of one month's service at sea.

Applications for the issue of A.F. B 5054A will be submitted as under :—

- (a) by serving soldiers—to O.C. unit.
- (b) by personnel discharged or transferred to the Army Reserve } to O.i/c Records.

**SECTION XXXVII.—SANITARY ASSISTANT  
(GROUP C).**

724. (a) **General arrangements.**

Class.	Course of instruction.	Examinations.	Educational certificate.	Continuous employment.	Total service.	Other qualifications.
III	4 months.	At end of course.	2nd class.	—	1 year.	—
II	—	—	—	1 year's duty as sanitary assistant, class III.	2 years.	Nursing orderly, class III.
I	3 months' refresher course.	May and November.	—	1 year's further duty as sanitary assistant, class II.	3 years.	—

**(b) Class III.**

725. Before commencing training as sanitary assistant, a soldier must be in possession of the following qualifications:—

- (a) Passed Class of Instruction.
- (b) Second-class certificate of education.

726. He will undergo the course of instruction for sanitary assistant at the Army School of Hygiene, Aldershot, which will extend over a period of four months.

727. **Syllabus of training.**

SUBJECT A.—CAUSATION AND PREVENTION OF DISEASE.

- (i) Causation of disease and general preventive measures.
- (ii) Important diseases and their prevention.
- (iii) Personal hygiene.
- (iv) Food and food deficiency diseases.

SUBJECT B.—SANITATION OF BARRACKS, ETC., DISPOSAL OF WASTE MATERIAL.

- (i) Sanitation of barracks, hutments, billets and transport ships.
- (ii) Sanitation in the field.
- (iii) Disposal of waste material in peace and war, excluding the domestic sanitary appliances and house drainage and methods of civilian refuse disposal.
- (iv) Field sanitary appliances.
- (v) Methods of making sanitary inspections and reports.
- (vi) Hygiene and sanitation on the march.

SUBJECT C.—PRINCIPLES OF WATER SUPPLY, DRAINAGE, DISINFECTION, ETC.

- (i) The principles and practice of water supply in peace and war, including the selection and protection of the source, methods of purification and arrangements for distribution.
- (ii) The various systems of house drainage and methods of drain testing.
- (iii) Civilian methods and arrangements of scavenging and refuse disposal.
- (iv) Disinfection and disinfestation.

SUBJECT D.—CONSTRUCTIONAL WORKMANSHIP.

- (i) Constructional workmanship, including brickwork, woodwork, metal work, general work, and sanitary engineering.
- (ii) The improvisation of all apparatus required for field sanitation.

728. A soldier will be eligible for registration as sanitary assistant, class III, provided he has :—

- (a) Obtained qualifying marks at the examination for sanitary assistant, class III.
- (b) Completed one year's total service.

(c) **Class II.**

729. A sanitary assistant, class III, will be posted for duty as sanitary assistant and will be continuously employed as such for a period of one year.

730. He will attend the lectures and demonstrations of the junior course of instruction for nursing orderly during this period and will undergo the examination for nursing orderly, class III, if he has not so qualified previously.

731. On the termination of one year's duty as a sanitary assistant a report will be rendered on R.A.M.C. Form 24 by the specialist officer under whom he is serving stating whether he has performed his duties satisfactorily during that period and shown himself to be an efficient sanitary assistant. This certificate will be countersigned by the O.C. company and forwarded with his remarks to O. i/c Records.

732. A sanitary assistant, class III, will be eligible for advancement to class II provided he has :—

- (a) Completed one year's duty as sanitary assistant, class III.
- (b) Been satisfactorily reported upon by the specialist officer and his C.O.
- (c) Qualified as nursing orderly, class III.
- (d) Completed two years' total service.

**(d) Class I.**

733. Before he is eligible for class I a sanitary assistant, class II, must be employed as such for a further period of one year.

734. During this period he will undergo a refresher course of instruction lasting at least three months. Arrangements for this course of instruction will be made by the senior hygiene officer of the command, and will consist of weekly lectures and demonstrations based on the above syllabus. He will be required to undergo an examination in all the subjects of the syllabus.

In cases where adequate facilities do not exist in commands for instruction in subject D of the syllabus, arrangements may be made for sanitary assistants, class II, to attend at the Army School of Hygiene, Aldershot, for a fourteen days' course of instruction in this subject, commencing on or about the 1st May and 1st November in each year. The number of candidates should normally not exceed seven. (*See also para. 501.*)

735. The following text-book is recommended for this training :—

The Sanitary Inspector's Handbook, by H. H. Clay.  
(Publishers: H. K. Lewis & Co., Ltd., Gower Street,  
London.)

736. A sanitary assistant, class II, will be eligible for advancement to sanitary assistant, class I, provided he has :—

- (a) Completed one year's duty as sanitary assistant, class II.
- (b) Obtained qualifying marks at the examination for sanitary assistant, class I.
- (c) Completed three years' total service.

## (e) Civil qualifications.

737. The recognized civil qualifications are :—

- (a) The Certificate as Sanitary Inspector issued by the Royal Sanitary Institute.
- (b) The Certificate as Sanitary Inspector issued by the Sanitary Inspectors' Examination Board.
- (c) Any other qualification recognized by the Ministry of Health in England or the Board of Health in Scotland qualifying for appointment as a sanitary inspector.

738. A recruit will be eligible for class III provided he holds one of the above civil qualifications.

739. He will be eligible for class I provided he has :—

- (a) Passed Class of Instruction.
- (b) Qualified as nursing orderly class III.

Page 162. *Insert* :—

## SECTION XXXVIII.—OPTICIAN (GROUP B).

740. An optician will be specially enlisted as such when required to fill a vacancy in an authorized establishment.

741. He must produce evidence that he has passed one of the following examinations :—

- (a) Fellow of the British Optical Association.
- (b) Fellow of the Worshipful Company of Spectacle Makers.
- (c) Member or Associate of the above bodies, or
- (d) has been admitted to the National Register of Medical Auxiliaries by full examination.

742. A recruit will be eligible for Class III provided he holds one of the above qualifications.

743. He will be eligible for Class I provided he has :—

- (a) Passed Class of Instruction.
- (b) Qualified as nursing orderly, Class III.
- (c) Completed one year's total service.

Page 162. *Insert* :—

## SECTION XXXVIII A.—CHIROPODIST (GROUP D).

743A. A chiropodist will be specially enlisted as such when required to fill a vacancy in an authorized establishment.

743B. He must produce evidence that he is in possession of one of the following qualifications :—

- (a) Incorporated Society of Chiropodists (M.I.S.Ch., F.I.S.Ch., A.I.S.Ch.).
- (b) British Association of Chiropodists (M.B.A.Ch., F.B.A.Ch., A.B.A.Ch.).
- (c) Chelsea Chiropodists' Association (M.C.Ch.A.).
- (d) Northern Chiropodists' Association (M.N.Ch.A., A.N.Ch.A.).
- (e) Possesses any other qualification as a Chiropodist which is recognized by the Board of Registration of Medical Auxiliaries.

743C. A recruit will be eligible for Class III provided he holds one of the above qualifications.

743D. He will be eligible for Class II provided he has :—

- (a) Passed Class of Instruction.
- (b) Qualified as a Nursing Orderly, Class III.
- (c) Completed one year's total service.

NOTE : There is no Class I in a Group " D " trade, the highest classification in this group being Class II.

745. The instruction will be carried out at the Army Medical Store, Woolwich, commencing on the first Monday of any month provided that the O.C. can receive candidates, and will continue for four months. Whilst undergoing instruction the men will form part of the authorized establishment of the Army Medical Store.

746. Privates receiving instruction will be employed in the packing room and in the drug, equipment and material sections.

747. On completion of the course the O.C. Army Medical Store will furnish a certificate to the Training Officer to the effect that the privates named have undergone instruction in each of the departments of the store and are competent packers and storemen (or otherwise).

748. The Training Officer will transmit the certificates to O. i/c Records, who will record the qualification and notify the same in Corps Orders.

749. The entry "Trained Packer and Storeman" will be made in the personal documents of the soldier.

750. O. i/c Records will keep a register of packers and storemen, with a view to their services being utilized as such on mobilization.

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### SECTION XL.—INSTRUMENT MECHANIC (SURGICAL) (GROUP A).

751. A surgical instrument mechanic will be specially enlisted as such when required to fill a vacancy in an authorized establishment.

752. He will be required to undergo a practical and oral examination at the Army Medical Store, Woolwich, under arrangements made by the O.C.

753. Subjects of examination :—

#### SUBJECT A.—MAKING AND TEMPERING OF TOOLS.

Make (from rough material) and temper inside and outside tools for lathe, graters for use by hand, or drills.

#### SUBJECT B.—TURNING, FITTING AND FINISHING.

Turn, drill and fit conical nozzle to syringe.

## SUBJECT C.—CLEANING AND REPAIRING.

- (a) Aspirator.—Take to pieces, overhaul and fit new valves.
- (b) Artery forceps.—Fit new screw, adjust alignment and catches.
- (c) Ear syringe.—Clean, repair and re-lacquer.

## SUBJECT D.—RECONDITIONING.

- (a) Scalpel.—Grind, polish and set.
- (b) Guillotine. } Grind, polish, set and
- (c) Scissors, curved on flat. } adjust where necessary.

## SUBJECT E.—BRAZING.

Braze two given pieces of steel.

754. A recruit will be eligible for class III provided he obtains qualifying marks at the examination.

755. He will be eligible for class II if he obtains 70 per cent. of marks at the examination.

756. He will be eligible for class I if he obtains 80 per cent. of marks at the examination.

## STANDING ORDERS

FOR THE

### ROYAL ARMY MEDICAL CORPS (TERRITORIAL ARMY)

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#### PART "A" (DUTIES).

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#### SECTION I.—ADMINISTRATION.

##### (a) Headquarters.

801. The administration of the Royal Army Medical Corps (T.A.) is vested in the Director-General, Army Medical Services, at the War Office, who deals with all questions connected with the medical services, including the personal records of officers.

802. The O.C. R.A.M.C. in a command has the same jurisdiction over T.A. medical units as he has over medical units of the regular army in his command. He is responsible that the training is carried out in such a manner that the medical units and personnel are efficient. His reports to the G.O.C.-in-C. of the command will include all R.A.M.C. (T.A.) units within the command, and his inspections should include the field ambulances, hygiene companies and general hospitals which are administered by the G.O.C. Division (T.A.). He will transmit R.A.M.C. Form 22 to the Training Officer (T.A.) (*see paras. 817 and 890*).

##### (b) Officer i/c Records.

803. He is responsible for the custody, maintenance and distribution of the records of the warrant officers, N.C.Os. and privates of the R.A.M.C. (T.A.), and for the duties in connexion therewith deputed to him in King's Regulations and other books of regulations.

804. He is responsible for the administration of the above personnel as regards grading and classification for pay, postings, promotions and appointments, extensions of service,

re-engagements and transfers to and from other corps, and is responsible that the establishments of warrant officers and N.C.Os. are not exceeded.

805. He will dispose, as far as possible, of all Corps questions, and on purely Corps matters not involving disciplinary action will correspond with the War Office and Os.C. R.A.M.C. in commands and divisions and Os.C. units as required. His decisions on such matters are final, subject only to their being reviewed on appeal to the Army Council. An appeal against the decision of O. i/c Records will be submitted to the War Office by that officer, who will forward the views of the O.C. R.A.M.C. in the command, of the O.C. R.A.M.C. of the division, and of the O.C. unit, together with his own remarks.

806. He will ensure, in consultation with Os.C. R.A.M.C. of divisions and Os.C. units that the number of warrant officers, N.C.Os. and privates trained for technical duties is maintained in accordance with the establishment of units.

807. He will furnish to the War Office the periodical returns laid down in King's Regulations and such other returns as may from time to time be required.

808. He will notify the qualifications for promotion and results of all trade examinations to the War Office, Os.C. R.A.M.C. in commands and divisions and Os.C. units. He will publish the names of successful candidates in Corps Orders.

809. He will be responsible for the distribution of all medals and military decorations.

### (c) Training Officer.

810. The duties of Training Officer for the R.A.M.C. (T.A.) will be carried out by the Deputy Assistant Director-General (A.M.D.I.) Army Medical Services, at the War Office.

811. He will standardize the training of all ranks and will work in liaison with the various branches of the War Office, O. i/c Records, Os.C. R.A.M.C. in commands, Os.C. R.A.M.C. of divisions of the T.A. and Os.C. units.

812. He will visit camps, hospitals, schools of instruction and other institutions where officers and other ranks are undergoing training and will be afforded all facilities to observe such training.

813. He will prepare a numerical summary of the R.A.M.C. Forms 22 furnished by Os.C. R.A.M.C. of divisions and will report periodically to the D.G.A.M.S., on the progress of training of all ranks.

814. He will prepare a numerical summary of the results of the examinations of all ranks yearly for the information of the D.G.A.M.S.

815. He will satisfy himself that the general standard attained is sufficient to justify promotion, or grading and classification for tradesmen's rates of pay.

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## SECTION II.

### (a) O.C. R.A.M.C. of a division.

816. He will command the R.A.M.C. of the division and all units or other personnel attached thereto for training or administration.

817. He will forward R.A.M.C. Form 22 to the O.C. R.A.M.C. of the command on the 10th of each month, giving details of all warrant officers, N.C.Os. and privates undergoing courses of instruction.

818. In those divisions where there is a School of Instruction he will frequently visit the classes and ascertain that the instruction given is efficient.

819. He will be responsible for the proper conduct of the examinations for trade qualifications of the warrant officers, N.C.Os. and privates and that the arrangements for courses of instruction for promotion are efficiently carried out.

820. He will forward to the G.O.C. division, with his remarks, all recommendations for the promotion of officers.

821. He will forward to O. i/c Records all recommendations for the promotion of warrant officers, N.C.Os. and privates, with his remarks stating whether, or not, he considers the individual suitable in all respects for promotion.

822. He will inspect each unit under his command as a whole at least once yearly and furnish the inspection report on A.F. E 657 in accordance with Regulations for the T.A.

823. He will forward correspondence as follows :—

- (a) General administrative and disciplinary matters to the G.O.C. the division.
- (b) Technical subjects to the D.D.M.S. of the command.
- (c) Matters affecting individual officers to the G.O.C. the division.
- (d) Questions regarding the promotion and trade qualifications of warrant officers, N.C.Os. and privates to O. i/c Records.

**(b) Adjutant.***(i) General duties.*

824. He will assist the O.C. R.A.M.C. of the division in his administrative duties.

825. He will transmit all orders and other communications of the O.C. R.A.M.C. of the division to the officers and other ranks concerned. He will also keep the imprest account for the issue of pay and allowances to the permanent staff.

*(ii) Assistant training officer.*

826. The adjutant will be the assistant training officer of the division, and on matters regarding the training of individuals may communicate direct with the Training Officer (T.A.)

827. In those divisions where there is a school of instruction he will supervise the classes of instruction of officers, warrant officers, N.C.Os. and privates.

828. He will arrange with the various O.C. units in his division for the attendance of officers and other ranks at the classes.

829. In addition to the training of R.A.M.C. units he will also supervise the instruction of regimental medical officers and stretcher bearers.

830. He will attend the annual training in camp and will assist in the training of all ranks.

**(c) O.C. unit.**

831. The O.C. cavalry field ambulance, field ambulance, general hospital or hygiene company, is responsible for the discipline, administration and training of the unit and of all officers and other ranks attached thereto.

832. He will allot the personnel for the various duties in his unit according to the establishment and the qualifications of each individual, taking care that warrant officers, N.C.Os. and privates employed as tradesmen are not exempted from general regimental duties.

833. He is responsible that the conduct sheets, duplicate attestations and personal documents taken into the field, together with other personal documents (which are not kept by O. i/c Records) connected with the warrant officers, N.C.Os. and privates of his unit, are kept under lock and key, the key being always in the custody of an officer. When soldiers are

discharged he will see that the necessary documents are forwarded to O. i/c Records and, in the case of transfers to other units, that the documents are disposed of in accordance with Regulations for the T.A.

834. He will arrange for the attendance of officers and other ranks at the various classes of instruction and for their training in preparation for examination.

835. He will keep a register of all ranks undergoing classes of instruction, together with notes as to their progress in training, and will furnish R.A.M.C. Form 22 (suitably amended) to the O.C. R.A.M.C. of the division, not later than the 5th of each month.

836. He will ensure that all warrant officers, N.C.Os. and privates are thoroughly trained in first aid and will periodically test their efficiency in this subject.

837. He will be responsible that all unit records, pay accounts and other funds are correctly kept, and that all returns are punctually rendered. He will see that the personal record of each soldier is correctly entered in the Record of Training, T.A. & S.R. (A.B. 220).

838. He will complete in his own handwriting, and dispose of, the annual confidential report on each warrant officer and N.C.O., in accordance with the instructions contained in para. 63.

839. On assuming, or handing over, the command of a unit he will forward a certificate to the O.C. R.A.M.C. of the division that the books and records of the unit and the personal documents of the personnel have been correctly received, or handed over as the case may be, that all stores, kits and accoutrements are complete or otherwise, and that the clothing, equipment, pay and messing accounts and unit funds are correct.

840. He will prepare mobilization orders for his unit and will ensure that all ranks are acquainted with the specific duties to which they have been allocated.

841. He will arrange for each junior officer to be instructed in pay and messing accounts, the general arrangements for the clothing and equipment of the men, the supply and accountability of medical equipment, and the compilation of statistical returns and hospital records. He will also instruct them in matters of discipline, the disposal of soldiers in arrest, duties in camp, barracks, and on the line of march.

842. He will be responsible that no soldier has any article of equipment or clothing altered except in accordance with regulations.

843. His powers with regard to the reversion of a tradesman to a lower grading or cancellation of qualification are as defined in paras. 81 to 84.

844. He will publish in unit orders all Corps Orders issued by O. i/c Records, Os.C. R.A.M.C. command and division, if applicable, and will cause them to be exhibited in a conspicuous place at the unit headquarters for the information of all concerned.

845. His other duties and responsibilities are as defined for Os.C. in Regulations for the T.A.

**(d) Regimental medical officer.**

846. The duties of a regimental medical officer are defined in Regulations for the Medical Services of the Army.

**(e) Quartermaster.**

847. The duties of a quartermaster are defined in Regulations for the Medical Services of the Army and Standing Orders, R.A.M.C.

**(f) Permanent staff instructor.**

848. In certain medical units of the Territorial Army N.C.Os. of the R.A.M.C. (Regular Army) are attached as permanent staff instructors. Their duties as instructors are defined in Regulations for the T.A.

**(g) Warrant officer, N.C.O. or private.**

849. The duties of warrant officers, N.C.Os. or privates are defined in Standing Orders for the R.A.M.C.

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## PART "B" (TRAINING, ADVANCEMENT AND PROMOTION).

### SECTION III.—APPOINTMENT, TRAINING AND PROMOTION OF OFFICERS.

#### (a) General arrangements.

850. The object of the various courses of instruction is to give an officer of the R.A.M.C. (T.A.) an opportunity to reach as high a standard as possible and to enable him to gain a knowledge of military training in all its branches under a strict training system, which will enable the R.A.M.C. (T.A.) to take its place as fully trained personnel with the Regular Army on mobilization. Attendance at courses of instruction is optional. Officers should, however, be encouraged to attend. Particulars of these courses are published in the Programme of Courses of Instruction issued annually with Army Council Instructions.

851. The duration of a course of instruction, when undergone at the R.A.M.C. Training Establishment, will normally be 6 working days. The course will assemble on the Sunday preceding the course and disperse on the Sunday following. If, however, the course is undergone at one of the R.A.M.C. (T.A.) Schools of Instruction, or with the unit, it need not be continuous. In this case 18 attendances of not less than one hour each will be reckoned as 6 days, but this will not include more than 3 attendances on any one day. Each attendance will be reckoned as one drill. The course will, if possible, be completed within 6 weeks.

852. An application on A.F. E 534 to undergo a course of instruction will be made in the first instance to the O.C. unit, who will forward it to the O.C. R.A.M.C. of the division, with his remarks. This officer will then make the necessary arrangements through the usual channels with the training institution concerned.

853. In the case of an application to undergo a course of instruction at the R.A.M.C. Training Establishment, A.F. E 534 will be prepared in sufficient time for it to be received by the Commandant 14 days before the commencement of the course. Before recommending an officer for a course of instruction the O.C. unit should satisfy himself that the applicant has been sufficiently prepared to enable him to take full advantage of the instruction to be afforded. This preparatory training will be carried out by the assistant training

officer and the permanent staff instructor, and the applicant will be given a certificate that he has been sufficiently prepared to take full advantage of the instruction.

854. On the termination of a course of instruction the Commandant, R.A.M.C. Training Establishment, the O.C. military hospital or the Commandant R.A.M.C. (T.A.) School of Instruction at which the course has been undergone will forward his report on A.F. E 534 to the headquarters of the command concerned, a duplicate copy being forwarded to the unit concerned. The duplicate will, in all cases, be attached to A.F. N 1455 (*see* Regulations for the T.A., 1936, paras. 447 and 690). The necessary entry will be made on the officer's duplicate A.F. B 199A.

### (b) Appointment.

855. Officers of the R.A.M.C. (T.A.) will be appointed to the General List and attached to units as follows :—

- (a) Field Ambulances.
- (b) General Hospitals.
- (c) Hygiene Companies.
- (d) Regimental Medical Officers.

856. An officer on first appointment may elect for any particular unit in which he may wish to serve provided that there is a suitable vacancy in the establishment.

857. An officer who is in possession of Certificate A or B (Medical) of the Officers Training Corps will, on promotion to the rank of captain, be granted an antedate of his commission as follows :—

Certificate A.—3 months.

Certificate B.—6 months.

A candidate with no military qualifications may be appointed to a commission in the lowest rank provided that he undertakes to pass the examination for Certificate A (Medical) within three years of being commissioned.

### (c) Initial training.

858. An officer of a medical unit will be required to complete 30 drills in his first year of service, one-half of which must be performed before annual training. He will also be required to attend annual training.

859. An R.A.M.C. (T.A.) officer attached to a combatant unit will only be required to attend the annual training of his unit.

**(d) Subsequent training.**

860. An officer will be required to attend the annual training of his unit unless specially exempted therefrom by the G.O.C. division. If below the rank of major and serving in a field unit, he will also be required to attend 15 drills before the annual training in camp.

861. He may apply to undergo the alternative course of instruction in lieu of attendance at the annual training of his unit, which is held at the R.A.M.C. Training Establishment or a R.A.M.C. (T.A.) School of Instruction.

862. The syllabus of training at the alternative course of instruction will consist of :—

- (a) Interior economy and pay duties.
- (b) Military Law and discipline.
- (c) Organization of the medical services of the army.
- (d) Elementary drill and R.A.M.C. stretcher exercises.

**(e) Promotion to rank of captain.**

863. A lieutenant (other than a quartermaster) will be eligible for promotion to the rank of captain provided he has—

- (a) Completed one year's commissioned service on the active list.
- (b) Been recommended for promotion by his superior officers.

**(f) Promotion to rank of major.**

864. A captain (including brevet-major) (other than a quartermaster) will be eligible for promotion to the rank of major provided he has—

- (a) Completed 10 years' commissioned service on the active list.
- (b) Passed the practical examination, *vide* Regulations for the T.A., Appendix VI, in Subject (c) (ii).

*Note.*—Officers of hygiene companies (other than qualified medical men) will be examined in hygiene problems only, and map reading.

- (c) Been recommended for promotion by his superior officers.

**(g) Promotion to rank of lieutenant-colonel.**

865. Promotion to the rank of lieutenant-colonel to fill a vacancy on the establishment of a unit will be by selection from majors, or if no major is available, from captains who have qualified for the rank of major under Regulations for the T.A., App. VI.

There is a fixed establishment of 28 lieutenant-colonels for regimental medical officers. Promotion to this rank, from major, will be by seniority on the General List, as vacancies occur, and on the recommendation of the General Officers Commanding-in-Chief, Commands.

#### (h) Promotion to rank of colonel.

866. There is a fixed establishment of colonels and promotion to that rank will be by selection from lieutenant-colonels. (*See also Regulations for the T.A., 1936, paras. 116 and 117.*)

#### (i) Optional examinations.

867. The written examination (Captain (Regular Army) for promotion to Major) and the written and practical examinations in subjects *h* (iv) and (v) (Majors (Regular Army) for promotion to Lieut-Col.) will be optional. *See Regulations for T.A., 1936, para. 352.*

#### (j) Quartermaster.

868. A quartermaster if recommended may be granted rank as follows :—

On appointment...	...	...	...	Lieutenant.
After completing 8 years' commissioned service on the active list	...	...	...	Captain.
After completing 15 years' commissioned service on the active list	...	...	...	Major.

#### (k) Resignation and retirement.

869. If an officer desires to resign his commission he will submit his resignation in writing to the O.C. unit.

870. An officer who desires to resign his commission on account of ill-health may apply to be examined by a medical board.

871. An officer will be compulsorily retired from the active list on attaining the following age :—

Colonels (substantive or brevet)	...	...	57 years.
Lieutenant-colonels (substantive or brevet)	...	...	55 years.
Majors (substantive or brevet)	...	...	50 years.
Captains and lieutenants	...	...	45 years.
Quartermasters	...	...	55 years.

unless an extension of service is granted by the Army Council. (*See Regulations for the T.A., 1936, para. 138.*)

872. An appointment as King's Honorary Surgeon or Physician will be relinquished on retirement from the active list of the T.A.

873. An appointment as Honorary Colonel R.A.M.C. of a division (T.A.) will be tenable for a period of 5 years, renewable on the application of the G.O.C.-in-C. command.

874. An officer retiring from the T.A. after 10 years' commissioned service as defined in Regulations for the T.A., may be recommended by the O.C. unit for the privilege of retaining his rank, if fully qualified for it, or, if not qualified, of retaining the rank for which he is qualified, and also of wearing uniform.

875. The London Gazette constitutes the sole authority for all appointments, promotions and retirements.

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#### SECTION IV.—RULES FOR PROMOTION TO WARRANT AND NON-COMMISSIONED RANK.

##### (a) General arrangements.

876. Promotion to substantive rank of warrant officer or N.C.O. will be made by O. i/c Records, and publication in Corps Orders will be the sole authority for the same.

877. Appointment as lance-corporal or lance-serjeant within the establishment may be made by O.C. unit and will be published in Part II orders.

878. A recommendation for promotion will be submitted by the O.C. unit to O.C. R.A.M.C. of the division, who will forward it, with his remarks, to O. i/c Records.

879. Each recommendation will be accompanied by the following details :—

(a) Army number, rank and name.

(b) A certificate signed by the O.C. unit that the individual is suitable in all respects for promotion, particularly with regard to his moral character and educational ability.

880. All soldiers before being considered eligible for promotion to any rank must have passed recruits' training.

881. A soldier who has previously served in the R.A.M.C. of the Regular Army, Supplementary Reserve or T.A. and has held or qualified for any rank therein will not, provided that a period of not more than three years has elapsed since he last held or qualified for such rank, be required to re-qualify for that rank unless the Training Officer (T.A.) considers that a refresher course is necessary.

**(b) Training and qualifications for promotion.**

882. The voluntary courses of instruction herein described will not be undergone during annual training except where otherwise stated. Those held at the headquarters of units or at one of the R.A.M.C. (T.A.) Schools of Instruction, commencing on such dates as may be arranged by O.C. unit, will consist of drills, lectures and demonstrations, each of one hour's duration, not more than three attendances being made in one day.

A soldier will not be considered to have satisfactorily undergone the course unless he has attended at least 75 per cent. of the specified number of drills, etc.

Each course must be completed within the specified period, if possible.

883. Each hour of attendance at a course of instruction will be reckoned as one drill towards the total number of drills required to qualify for bounty (or proficiency grant in the case of those enlisting or re-engaging after the 28th February, 1927) except that attendances at a course of instruction for which pay and allowances are issuable will not be so reckoned.

884. The arrangements for the training and qualifications of soldiers for promotion will follow the principles laid down in Standing Orders for the R.A.M.C., Section XX, with the following modifications:—

**(c) Promotion to rank of corporal.**

885. (a) There is no examination for promotion to the rank of Corporal.

(b) A soldier will not be eligible for promotion unless he possesses at least one year's efficient service and complies with the provisions of paras. 878, 879 and 880.

(c) Men are recommended to attend a junior course of instruction before promotion. Attendance is, however, optional. This course will be based on Standing Orders for the R.A.M.C., para. 459, and will be held at unit headquarters. The completion of the course by a soldier will be made the subject of an entry in Part II orders and duplicate attestation.

(d) The possession of a second-class certificate of education or qualification as a class III tradesman will not be required.

**(d) Promotion to rank of serjeant.**

886. (a) The N.C.O. must have held the rank of corporal.

(b) Passed an oral and practical examination based on the intermediate course of instruction for promotion as laid down in Standing Orders for the R.A.M.C., para. 469.

(c) Corporals before being examined are recommended to undergo a course of instruction at unit headquarters, a R.A.M.C. (T.A.) School of Instruction, or a selected military institution as laid down in Regulations for the T.A., 1936, App. VII.

(d) The possession of a trade qualification will not be required.

*Note.*—See paras. 878 and 879.

**(e) Promotion to rank of staff-serjeant.**

887. A serjeant is eligible for promotion to the rank of staff-serjeant without further qualification.

*Note.*—See paras. 878 and 879.

**(f) Promotion to rank of warrant officer (class II)  
(quartermaster-serjeant).**

888.—(a) The N.C.O. must have held the rank of staff-serjeant.

(b) Passed an oral and practical examination based on the senior course of instruction for promotion as laid down in Standing Orders for the R.A.M.C., para. 475.

(c) Those eligible to sit for the examination are recommended to undergo a course of instruction at unit headquarters, a R.A.M.C. (T.A.) School of Instruction, or a selected military institution as laid down in Regulations for the T.A., 1936, App. VII.

(d) The possession of a first-class certificate of education or a trade qualification will not be required.

*Note.*—See paras. 878 and 879.

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**SECTION V.—GENERAL ARRANGEMENTS FOR  
TRAINING, GRADING AND CLASSIFICATION  
AS TRADESMEN.**

**(a) General arrangements.**

889. The general responsibility for training is as defined in Standing Orders for the R.A.M.C., Section XXI, as far as the provisions thereof are applicable to the T.A.

890. R.A.M.C. Form 22 will be prepared by the assistant training officer who, after signature by the O.C. R.A.M.C. of the division, will forward it to the O.C. R.A.M.C. in the command for transmission to the Training Officer (T.A.).

The Training Officer (T.A.) will then cause a numerical summary to be prepared for the information of D.G.A.M.S., and will send a copy to O. i/c Records.

891. All soldiers of the R.A.M.C., (T.A.) not enlisted as tradesmen will be regarded as enlisted for training in a trade.

Clerks, sanitary assistants and hospital cooks will be graded as such when qualified, but will not be eligible to receive tradesmen's rates of pay until mustered in their trade.

Men under training as nursing orderlies will be eligible for tradesmen's rates of pay from the date they qualify as nursing orderlies, class III.

The O.C. unit may train nursing orderlies up to the full establishment of his unit, less the aggregate establishment of tradesmen other than nursing orderlies.

892. The date of commencement of a course of instruction will be arranged by the O.C. unit if the course is to be undergone at one of the R.A.M.C. (T.A.) Schools of Instruction or at the headquarters of a unit.

If the course is to be undergone at the R.A.M.C. Training Establishment or other regular unit the necessary arrangements will be made through the G.O.C. the division.

#### (b) General principles.

893. A soldier is not eligible for training as a tradesman unless he has completed recruits' training and is considered by the O.C. unit to be sufficiently educated to perform the duties. The possession of an army certificate of education is not required.

894. The training of the soldier will be carried out as follows :—

(a) Recruit training during the first year of service.

(b) Subsequent training, which includes training in a trade, after the soldier has been recorded as having passed recruit training.

895. A soldier who has previously qualified as a tradesman, in accordance with Standing Orders for the R.A.M.C., or Regulations for the T.A. will, provided he is accepted as such by O. i/c Records, be eligible to retain the grading and classification for which he has qualified without further examination, but will be required to qualify in accordance with these Standing Orders for higher grading or classification.

896. Special cases not precisely covered by the above provisions will be decided by the Training Officer (T.A.) in conjunction with O. i/c Records.

897. Arrangements for general training and classification of tradesmen under war conditions will be as laid down in Standing Orders for the R.A.M.C., Section XXIII.

(c) **Civil qualifications.**

898. A recruit may be enlisted as a tradesman or graded as such within one month after enlistment if he is in possession of the recognized civil qualification. He will be classified in class III and will be eligible for the pay of a tradesman from the date of enlistment, such classification being reported to the Training Officer (T.A.) by the O.C. unit through the O.C. R.A.M.C. of the division.

899. He will be eligible for immediate advancement to class I when he has passed recruits' training.

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**SECTION VI.—ARRANGEMENTS FOR EXAMINATIONS.**

900. The examinations for trade qualifications will be held at the termination of each course of instruction at the headquarters of the unit, School of Instruction (T.A.), or other military institution where the course has been undergone.

901. In those cases where the instruction has been carried out in a T.A. medical unit, the O.C. R.A.M.C. of the division will convene the board of examiners, and will himself officiate as president. If, however, this is not possible he will depute an officer of field rank to act in this capacity. The remaining members of the board will be the assistant training officer and an officer R.A.M.C. (T.A.).

902. When the instruction has been undergone at a military unit of the regular army the commandant or O.C. will arrange for a board of examiners to conduct the examination.

903. The examinations will be practical and oral; there will be no written examinations.

904. The report of the board of examiners will be rendered on R.A.M.C. Form 21 (suitably amended), and will state whether or not the candidate is considered to have qualified.

905. R.A.M.C. Form 21, accompanied by a nominal roll of all the candidates, will then be forwarded by the president to O. i/c Records, with his remarks.

906. O. i/c Records will then record the names of the successful candidates, and publish them in Corps Orders, and this will constitute the sole authority for grading and classification.

907. The above arrangements apply to all examinations of warrant officers, N.C.Os. and privates for trade qualifications. Paras. 901, 903, 904, 905 and 906 will be complied with in case of examinations for promotion under para. 888. In the case of the intermediate course for promotion, the certificate indicated in para. 470 should be rendered to O. i/c Records.

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## SECTION VII.—GENERAL TRAINING IN CORPS DUTIES.

### (a) Recruit training.

908. The training of a recruit will, as far as possible, be undertaken by the officers, warrant officers and N.C.Os. of the unit, under the supervision of the adjutant and permanent staff.

909. He will be required to make 40 attendances at drill and instruction during the first year of his service, of which one-half must be performed before the annual training in camp. He will be required to attend the annual training in camp for at least 8 days, unless excused by O.C. unit for some reasonable cause.

910. The syllabus of training will be based on that laid down in Standing Orders for the R.A.M.C., Section XXIV.

911. A recruit will be considered as a trained soldier when he has completed the training laid down in para. 909, provided the O.C. unit is satisfied that he has attained a reasonable standard of efficiency in the general duties of the R.A.M.C. He will be recorded as "Passed Recruit Training R.A.M.C. (T.A.)."

912. A soldier will be exempted from recruit training if he has already completed such training or has been in receipt of tradesman's rates of pay during previous service at any time with the Regular, Supplementary Reserve or T.A. R.A.M.C.

If, however, he has previously served in another branch of the service, he will be required to undergo such modified course of recruit training as the O.C. may direct before being classed as a trained soldier of the R.A.M.C. (T.A.).

913. A soldier exempted from recruit training under the provision of para. 912 will be considered for all purposes as having passed recruit training R.A.M.C. (T.A.), and will be regarded as a trained soldier.

914. A soldier exempted from recruit training under the provisions of paras. 912 and 913 will be considered for all purposes as having "Passed Recruit Training R.A.M.C. (T.A.)," and will be regarded as a trained soldier.

**(b) Subsequent training.**

915. After the first year of his service a soldier must do the following training each year :—

- (a) ten drills at headquarters and the annual training in camp ; or
- (b) ten drills at headquarters and attendance at a course of instruction.

916. The O.C. R.A.M.C. of the division will arrange for each warrant officer, N.C.O. or private to undergo a practical test in first aid annually, and, if reported efficient therein, the soldier will be eligible for the same bounty (or proficiency grant in the case of those enlisting or re-engaging after the 28th February, 1927) as for musketry. This will apply to recruits as well as to trained soldiers.

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**SECTION VIII.—NURSING ORDERLY (GROUP C).**

**(a) Class III.**

917. Before commencing the junior course of instruction for nursing orderly a soldier must be in possession of the following qualifications :—

- (a) Passed recruit training.
- (b) Be certified by the O.C. unit that he is suitable for training as a nursing orderly, class III.

918. The course will consist of 32 lectures and demonstrations. The lectures on anatomy, physiology, hygiene and ward management will be undertaken by an officer detailed by O.C. unit. The lectures and demonstrations on nursing will be given, if possible, by a matron or sister at a military or civil hospital, under arrangement made by the O.C. unit. If, however, this cannot be arranged a qualified warrant officer or N.C.O. may be detailed for this duty.

919. The syllabus of training will be based on that laid down in Standing Orders for the R.A.M.C., Section XXV.

920. A soldier will not be eligible for examination unless he has attended at least 75 per cent. of the lectures and demonstrations.

921. He will be eligible for grading as a nursing orderly, class III, provided he has obtained qualifying marks at the examination for nursing orderly, class III, and has one year's total service.

**(b) Class II.**

922. A nursing orderly, class III, will be eligible to undergo the senior course of instruction for nursing orderly, the syllabus of training being based on that laid down in Standing Orders for the R.A.M.C., Section XXV.

923. The arrangements for the instruction will be the same as in para. 918, except that the instruction in nursing must be given by an officer of the R.A.M.C., R.A.M.C. (T.A.) or a trained nurse.

924. It is immaterial whether Part A or Part B be taken, and the syllabus of training will be as defined in Section XXV.

925. On completion of the course the officer and matron, or sister, undertaking the instruction, will furnish a report to the O.C. unit, stating whether the soldier has attained a sufficient standard of knowledge to justify his advancement and also whether he is considered suitable in all respects for the duties.

926. A nursing orderly, class III, will be eligible for advancement to class II without examination, provided he has—

- (a) Undergone Part A or Part B of the senior course of instruction for nursing orderly.
- (b) Been satisfactorily reported upon by the officer and matron or sister instructing him.
- (c) Has two years' total service.

**(c) Class I.**

927. A nursing orderly, class II, will be eligible to undergo the remaining part of the senior course of instruction for nursing orderly.

928. On the termination of the course a practical and oral examination will be held, a matron or sister being a member of the board of examiners where possible.

929. He will be eligible for advancement to class I provided he has—

- (a) Completed the senior course of instruction for nursing orderly.
  - (b) Obtained qualifying marks at the examination for nursing orderly, class I.
  - (c) Has three years' total service.
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**SECTION IX.—CLERK (GROUP C).****(a) General arrangements.**

930. A soldier will not be eligible to undergo training as a clerk unless he is certified by the O.C. unit to be of good address, regular habits, strictly temperate and educationally suitable for the duties of a clerk.

931. The syllabus of training is based on that laid down in Standing Orders for the R.A.M.C., Section XXXV, subject to the modifications below. The instruction in subjects other than shorthand will be given by the permanent staff instructor or a qualified non-commissioned officer. The soldier will be expected to make his own arrangements for training in shorthand.

932. The examination will be of a practical nature in addition to the oral questions, and the soldier will be permitted the use of the following books during the examination :—

- (a) King's Regulations.
- (b) Regulations for the Medical Services of the Army.
- (c) Standing Orders for the R.A.M.C.

**(b) Class III.**

933. A soldier will be eligible for grading as a clerk, class III, provided he has :—

- (a) Passed recruit training.
- (b) Been certified by O.C. unit as in para. 930.
- (c) Successfully undergone a practical test in typewriting (15 words a minute).
- (d) Has one year's total service.

**(c) Class II.**

934. A clerk, class III, will be eligible to undergo training for advancement to class II.

**935. SYLLABUS OF TRAINING FOR CLERK,  
CLASS II.****SUBJECT A.—GENERAL OFFICE ROUTINE.**

- (i) Principles of registration and distribution of correspondence.
- (ii) Scrutiny and checking papers before and after signature.
- iii) Supply and economy in use of stationery and Army Forms and Books.
- (iv) List of returns and books on charge.
- (v) The drafting of simple memoranda and letters.

## SUBJECT B.—STATISTICAL RECORDS AND RETURNS.

- (i) Preparation, maintenance and disposal in peace and war of Admission and Discharge Books, Hospital Card Index, Medical Case Sheets, Diet Sheets and Medical History Sheets.
- (ii) Preparation of statistical returns, daily state of sick, monthly returns and annual reports.
- (iii) Procedure in notification of deaths and cases of serious illness or infectious disease.

## SUBJECT C.—COMPANY OFFICE DUTIES.

- (i) General knowledge of pay duties, including preparation of the Pay and Mess Books, Detachment Pay Sheets.
- (ii) Mode of recording soldiers' services in peace and war.
- (iii) Preparation of Orders, Parts I and II.
- (iv) Regimental returns, including A.Fs. B 58 and B 157, R.A.M.C. Form No. 1, establishment and other corps returns.

## SUBJECT D.—TYPEWRITING.

25 words a minute.

## SUBJECT E.—SHORTHAND (OPTIONAL).

50 words a minute.

936. A clerk, class III, will be eligible for advancement to class II provided he has passed a satisfactory examination in Subjects A, B, C and D of para. 935, and has two years' total service.

**(d) Class I.**

937. A clerk, class II, will be eligible to undergo training for advancement to class I.

938. SYLLABUS OF TRAINING FOR CLERK,  
CLASS I.

## SUBJECT A.—GENERAL OFFICE ROUTINE INCLUDING THAT OF A HEADQUARTER OFFICE.

- (i) A general knowledge of the organization of a Command or Divisional Headquarters and of the duties for which the various branches are responsible.
- (ii) Military terms, abbreviations and definitions.

**SUBJECT B.—ADMINISTRATIVE MEDICAL DUTIES.**

- (i) Hospitals, Medical Inspection Rooms, Hospital Ships, Medical Stores.

**SUBJECT C.—TYPEWRITING.**

30 words a minute.

**SUBJECT D.—SHORTHAND (OPTIONAL).**

80 words a minute.

939. A clerk, class II, will be eligible for advancement to clerk, class I, provided he has passed a satisfactory examination in subjects A, B and C of para. 938 and has three years' total service.

**SECTION X.—HOSPITAL COOK.**

**(a) Class III (Group B).**

940. Before a soldier commences training as a hospital cook he must possess the following qualifications :—

- (a) Passed recruit training.
- (b) Certified by O.C. unit to be strictly temperate and clean in appearance and habits.
- (c) Certified by a pathologist that he is not a "carrier" of dysentery or enteric germs. (In special cases it may be necessary to extend this inquiry to other diseases.)
- (d) Certified by a competent person (approved by O.C. unit) to possess good practical ability as a cook.

941. He will be employed as a cook at the annual training at camp and will undergo a practical and oral examination in the duties of a cook.

942. He will be eligible for grading as a hospital cook, class III, provided he passes a satisfactory examination and has one year's total service.

**(b) Class II (Group B).**

943. A hospital cook, class III, will be eligible to undergo the junior course of instruction for hospital cook.

944. This course will be undergone at a military hospital, and will last 15 days, the syllabus of training being based on Standing Orders for the R.A.M.C., Section XXXVI. It may be taken in lieu of, or in addition to, the annual training in camp.

## 945. SYLLABUS OF TRAINING.

Subject A.—Kitchen management (sub-sections (i) to (v) only).

Subject B.—Hospital diets and extras (sub-section (i) only).

946. He will undergo a practical and oral examination at the termination of the course, and will be eligible for advancement to hospital cook, class II, provided he passes a satisfactory examination and has two years' total service.

(c) **Class I (Group A).**

947. A hospital cook, class II, will be eligible to undergo a refresher course in the subjects mentioned in paragraph 945 and instruction in Subject B.—Hospital diets and extras (section (2) special sick cooking), as defined in Standing Orders for the R.A.M.C., Section XXXVI.

948. This portion of the course will be undergone at the R.A.M.C. School of Hospital Cookery, and will last 15 days. It may be taken in lieu of, or in addition to, the annual training in camp.

949. He will undergo a practical and oral examination at the termination of the course, and will be eligible for classification as hospital cook, class I, provided he passes a satisfactory examination and has three years' total service.

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**SECTION XI.—SANITARY ASSISTANT  
(GROUP C).**

(a) **Class III.**

950. Before commencing training as a sanitary assistant a soldier must be in possession of the following qualifications :—

(a) Passed recruit training.

(b) Certified by O.C. unit to be suitable for the duties of a sanitary assistant.

951. He will undergo a course of instruction at the headquarters of his unit, which will consist of 26 lectures and demonstrations.

952. The instruction will be carried out, or arranged for, by the officers of the unit.

953. The syllabus of training will be based on that laid down in Standing Orders for the R.A.M.C., Section XXXVII, and advantage will be taken of any facilities which may be available in the local civil sanitary administration so as to make the instruction as practical as possible.

954. A practical and oral examination will be held at the termination of the course, and the soldier will be eligible for grading as sanitary assistant, class III, provided he passes a satisfactory examination and has one year's total service.

#### (b) Class II.

955. A sanitary assistant, class III, is eligible to undergo a course of instruction at the Army School of Hygiene which will last 15 days and may be taken in lieu of attendance at camp.

956. A sanitary assistant, class III, will be eligible for grading as sanitary assistant, class II, provided he has :—

- (a) Passed a satisfactory practical and oral examination at the termination of the course referred to in para. 955 or after a similar course carried out at unit headquarters. The course, if carried out at unit headquarters, will not be taken in lieu of attendance at camp.
- (b) Been satisfactorily reported on by O.C. unit on completion of one year's service as a sanitary assistant, class III.
- (c) Two years' total service.

957. The syllabus of training for sanitary assistant, class II, will be based on the contents of the Army Manual of Hygiene and Sanitation, 1934.

#### (c) Class I.

958. On completion of one further attendance at camp after qualifying as class II, he will be eligible for advancement to sanitary assistant, class I, provided he is certified by O.C. unit as efficient in the duties of a sanitary assistant and has three years' total service.

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## SECTION XII.—OTHER TRADESMEN.

959. Facilities do not at present exist for the training of a soldier of the R.A.M.C. (T.A.) in the following categories :—

(a) Mental nursing orderly ... ..	Section XXVI.	} Standing Orders for the R.A.M.C.
(b) Special treatment orderly ... ..	Section XXVII.	
(c) Operating room assistant ... ..	Section XXVIII.	
(d) Trained nurse ... ..	Section XXIX.	
(e) Pharmacist ... ..	Section XXX.	
(f) Dispenser ... ..	Section XXXI.	
(g) Masseur ... ..	Section XXXII.	
(h) Laboratory assistant	Section XXXIII.	
(i) Radiographer ... ..	Section XXXIV.	
<del>(k) Optician ... ..</del>	<del>Section XXXVIII.</del>	
(l) Surgical instrument mechanic... ..	Section XL.	

960. A soldier who is in possession of a recognized civil qualification as defined in the above-quoted sections will be eligible for grading as defined in Standing Orders for the R.A.M.C. (T.A.), Section V.

961. He will be eligible for advancement to class I provided he has passed recruit training.

## SECTION XIII.—MISCELLANEOUS.

## (a) Corps Forms (R.A.M.C. (T.A.)).

962. A list of Corps Forms (R.A.M.C. and A.D. Corps) used in connexion with other ranks of the R.A.M.C. (T.A.) is contained in Appendix No. 4. Demands for these forms will be submitted to O. i/c Records.

**STANDING ORDERS**  
FOR  
**THE ARMY DENTAL CORPS.**

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**PART "A" (DUTIES).**

**SECTION I.—ADMINISTRATION.**

1001. The Standing Orders for the R.A.M.C. will apply to the A.D. Corps unless other arrangements are specified herein.

1002. The administration of the A.D. Corps is vested in the Director-General, Army Medical Services, at the War Office.

1003. The O.C. R.A.M.C. in a command at home or abroad commands the A.D. Corps, and is responsible for its administration within the command.

1004. The O.C. R.A.M.C. in an administrative area commands the A.D. Corps within that area, and officers of the A.D. Corps serve under him.

1005. A warrant officer, N.C.O. or private will be employed in dental duties under an officer of the A.D. Corps, but for all other duties he will be attached to the nearest R.A.M.C. company. Dental duties will take precedence over all others.

1006. The duties of Officer i/c Records, A.D. Corps, will be performed by the Officer i/c Records, R.A.M.C.

1007. The duties of O.C. Depot, A.D. Corps, will be performed by the O.C. Depot, R.A.M.C.

1008. The Assistant Director of Dental Service of the Aldershot Command is the Training Officer, A.D. Corps, except for such duties as are specifically allotted herein to the Training Officer, R.A.M.C.

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## SECTION II.—DENTAL MECHANIC.

## (a) Senior dental mechanic.

1009. The senior dental mechanic will carry out such prosthetic work as may be allotted to him by the O. i/c of the dental laboratory.

1010. He will be responsible to the O. i/c for the care and custody of all barrack equipment, laboratory equipment, apparatus and stores, and for the care and cleanliness of the premises.

1011. He will be responsible that all appliances, chemical apparatus, utensils and other laboratory equipment are kept clean. He will regulate and maintain in good working order all such apparatus as vulcanizers, electric polishing and grinding lathes, treadle lathes, casting outfits, etc.

1012. He will immediately report to the O. i/c all damage, breakages or losses of laboratory equipment, appliances or stores.

1013. He will assist in the training of dental mechanics and clerk orderlies.

1014. He will not lend or issue equipment, appliances, apparatus, chemicals or other articles from the laboratory without the sanction of the O. i/c and he will be responsible that proper records are kept and receipts obtained for all authorized loans or issues.

1015. He will keep a duty roster of the N.C.Os. and privates, and will be responsible to the O. i/c that the necessary parties are detailed for cleaning the laboratory.

1016. He will be responsible that only work duly authorized by the O. i/c is undertaken.

1017. He will be responsible that a record is kept in the Dental Laboratory Book (A.B. 489) of all prosthetic work received and despatched, and for the keeping of such further records as the O. i/c may direct.

1018. He will be responsible for the careful packing and despatch of all prosthetic work, and that the necessary vouchers are passed.

1019. He will perform such other duties in connexion with the laboratory as the O. i/c may direct.

## (b) Dental mechanic.

1020. He will carry out his dental duties under the direction of the O. i/c dental laboratory to which he is posted.

1021. He will be responsible for the care and economical use of all appliances, materials, etc., issued to him and that the premises where his work is carried out are kept in a clean condition.

1022. A dental mechanic, class III, will be required to be efficient in all stages of vulcanite work, and will be required to construct full and partial vulcanite dentures, to remodel vulcanite dentures and to carry out vulcanite repairs to dentures.

1023. A dental mechanic, class II, will be required to carry out all the work required of a dental mechanic, class III, and, in addition, to construct and repair metal dentures, crowns, bridges, inter-dental splints and obturators.

1024. A dental mechanic, class I, will be required to carry out all the work required of dental mechanics, classes II and III, to supervise, control and direct this work and in addition, to construct and repair the more complicated dental prosthetic appliances and inter-dental splints.

1025. He will perform such other duties as the O. i/c may direct.

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### SECTION III.—CLERK ORDERLY.

#### (a) Senior clerk orderly.

1026. He will be responsible that the correspondence is conducted in accordance with the rules laid down in Standing Orders for the R.A.M.C., Section XV.

1027. All matters coming to his knowledge through official channels will be regarded as strictly confidential, and any deviation from this rule will be regarded as a breach of discipline. A copy of the Official Secrets Act will be posted in the office.

1028. He will be responsible that all returns, indents, etc., are prepared and rendered at the correct times and through the proper channels.

1029. He will keep the Postage Book (A.B. 97) and submit it daily for signature.

1030. He will exercise strict supervision over the expenditure of stationery, army forms, books, etc., and will be responsible for their safe custody.

1031. He will be responsible for the safe custody, issue and accountancy of any dental equipment, stores or materials held on charge, and will keep the Dental Equipment Ledger (A.B. 40), with the necessary issue and receipt vouchers, in accordance with Regulations for Medical Services of the Army.

1032. He will assist in the training of the clerk orderlies.

1033. He will perform such other duties in connexion with the dental centre, laboratory, stores or office as the O. i/c may direct.

#### (b) Clerk orderly.

1034. A clerk orderly will carry out his special duties under the direction of the O. i/c of the dental centre to which he is posted.

1035. He will be responsible that the correspondence is carried out in accordance with the rules laid down in Standing Orders for the R.A.M.C., Section XV, and he will comply with the provisions of para. 1027.

1036. He will keep the dental treatment, dental appliance and appointment books, prepare the Dental Treatment Summary (Monthly) (A.F. I 5034), and the Dental State (Weekly) (A.F. I 5028), prepare indents for materials, etc., and do any other official work of a clerical nature required by the O. i/c.

1037. He will be responsible for the care and cleanliness of the equipment, materials and instruments, for the cleanliness of the dental centre and for the sterilization of instruments immediately before and after use.

1038. He will be responsible that the Dental Treatment Cards (A.F. I 5033) are ready whenever soldiers attend for inspection or treatment, and for the careful filing of these cards after use.

1039. He will be responsible for discipline in the waiting room, and will arrange that patients are seen in the order of their appointment.

1040. In case of post-extraction hæmorrhage he will, in the absence of a dental or medical officer, render first aid within

the limits of his training, and will immediately take the necessary steps to obtain the attendance of one of these officers.

1041. He will be required to cast plaster models of impressions of the mouth and make the necessary bite blocks.

1042. He will be responsible for the careful packing and for the despatch of models, dentures, etc., to the dental laboratory.

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#### SECTION IV.—PROHIBITION OF THE PRACTICE OF DENTISTRY BY DENTAL MECHANICS AND CLERK ORDERLIES.

1043. Dental mechanics and clerk orderlies are forbidden to practise dentistry in any form whatever, except as laid down in these Standing Orders.

In no circumstances are dental mechanics and clerk orderlies permitted to receive payment for dental services from individuals treated.

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### PART "B" (TRAINING, ADVANCEMENT AND PROMOTION).

#### SECTION V.—RULES FOR PROMOTION.

##### (a) General arrangements.

1044. (a) The rules for the advancement and promotion of warrant officers, non-commissioned officers and men of The Army Dental Corps, except where otherwise stated herein, are as defined for the R.A.M.C. in the Standing Orders for that Corps.

(b) Appointment to lance-corporal and lance-serjeant and promotion to the rank of corporal and serjeant will be on a time basis in accordance with the conditions laid down in the Royal Warrant for Pay.

(c) Promotion to the rank of staff-serjeant and above will be within establishment.

## (b) Qualifications for advancement and promotion up to the rank of serjeant.

## 1045. (A) DENTAL MECHANIC.

Present rank.	Qualifications required.	For advancement or promotion to
Private ...	(i) Class I trade qualification. (ii) Second-class certificate of education. (iii) Qualified in accordance with para. 1046. (iv) Completed 4 years' total service in The Army Dental Corps.	Lance-corporal.
Lance-corporal	(i) Class I trade qualification. (ii) Second-class certificate of education. (iii) Qualified in accordance with para. 1046. (iv) Completed 2 years' service as a lance-corporal.	Corporal.
Corporal ...	(i) Class I trade qualification. (ii) Second-class certificate of education. (iii) Qualified in accordance with para. 1047. (iv) Completed 3 years' service as a corporal.	Lance-serjeant.
Lance-serjeant	(i) Class I trade qualification. (ii) First-class certificate of education. (iii) Qualified in accordance with para. 1047. (iv) Completed 1 year's service as a lance-serjeant.	Serjeant.

## (B) CLERK ORDERLY.

Present rank.	Qualifications required.	For advancement or promotion to
Private ...	(i) Class I trade qualification. (ii) First-class certificate of education. (iii) Qualified in accordance with para. 1046. (iv) Completed 4 years' total service in The Army Dental Corps.	Lance-corporal.

Present rank.	Qualifications required.	For advancement or promotion to
Lance-corporal	(i) Class I trade qualification. (ii) First-class certificate of education. (iii) Qualified in accordance with para. 1046. (iv) Completed 2 years' service as a lance-corporal.	Corporal.
Corporal ...	(i) Class I trade qualification. (ii) First-class certificate of education. (iii) Qualified in accordance with para. 1047. (iv) Completed 3 years' service as a corporal.	Lance-serjeant.
Lance-serjeant	(i) Class I trade qualification. (ii) First-class certificate of education. (iii) Qualified in accordance with para. 1047. (iv) Completed 1 year's service as a lance-serjeant.	Serjeant.

**(c) Appointment as lance-corporal and promotion to rank of corporal.**

1046. The following Corps qualification is necessary for a private to be appointed lance-corporal or promoted to the rank of corporal :—

Qualifying marks in a practical and an oral examination in the following subjects :—

Subject A.—Drill.

Elementary drill and ceremonial drill.

Subject B.—General duties of N.C.Os.

Discipline, duties in barracks, camps and on line of march, guards and pickets.

Subject C.—Duties in the field.

Tent pitching.

Subject D.—Hygiene.

Practical construction of latrines, incinerators and grease traps.

The course of instruction will be held at the headquarters of the R.A.M.C. company to which he is attached, con-

currently with the junior course of instruction for promotion for R.A.M.C. soldiers.

The details of the syllabus will be the same as defined for R.A.M.C. in Standing Orders for the R.A.M.C., paragraph 459.

**(d) Appointment as lance-serjeant and promotion to rank of serjeant.**

1047. The following Corps qualification is necessary for a N.C.O. to be appointed lance-serjeant or promoted to the rank of serjeant :—

- (i) Qualification as in para. 1046 above.
- (ii) Qualifying marks in a practical and an oral examination in the following subjects :—

Subject A.—A knowledge of elementary and ceremonial drill.

Subject B.—The duties of a senior N.C.O. as regards discipline and duties in barracks, camps and on line of march.

Subject C.—A competent knowledge of the method of accounting for dental stores.

**(e) Promotion to rank of staff-serjeant.**

1048. The following qualifications are necessary for a serjeant to be promoted to the rank of staff-serjeant :—

- (i) Qualification as a dental mechanic, class I, or clerk orderly, class I.
- (ii) Qualification as in para. 1047 above.
- (iii) Qualifying marks in a practical and an oral examination in the following subjects :—

Subject A.—A competent knowledge of ceremonial drill.

Subject B.—A knowledge of pay duties.

Subject C.—A knowledge of the method of recording a soldier's service.

- (iv) Possession of a first-class certificate of education.

**(f) Promotion to rank of warrant officer (classes II and I).**

1049. Promotion to the rank of warrant officer, class II (quartermaster-serjeant), will be by selection on account of ability and merit from those who hold the rank of staff-serjeant, and who are in possession of a first-class certificate of education. Promotion to the rank of warrant officer, class I, will normally be by selection from the warrant officers, class II.

(g) General.

1050. The examinations for promotion will be arranged and the results will be scrutinized by the Training Officer, R.A.M.C., under the same conditions as for the R.A.M.C.

1051. A confidential report on A.D. Corps Form No. 1 will be furnished annually one month prior to the anniversary of his promotion to his present rank for each warrant officer and N.C.O. by the officer A.D. Corps under whom the warrant officer or N.C.O. is serving, who will forward it to the O.C. R.A.M.C. Company.

Otherwise the procedure will be the same as defined in Standing Orders for the R.A.M.C., paras. 63, 64 and 65.

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**SECTION VI.—ARRANGEMENTS FOR GENERAL TRAINING AND CLASSIFICATION OF TRADESMEN.**

1052. The responsibility for the training and education of the warrant officers, N.C.Os. and privates A.D. Corps, and the proper conduct of the various examinations for trade qualifications rests with the O.C. A.D. Corps in each command.

1053. The co-ordination of the various classes of technical instruction and examinations and the maintenance of a uniform standard of attainment are vested in the Training Officer A.D. Corps. His duties include the general supervision of the arrangements for the technical training of the warrant officers, N.C.Os. and privates at home and abroad. He will act in close liaison with the War Office, O. i/c Records, O.C. Depot, and the various dental centres and laboratories where training is being carried on.

1054. The School of Instruction, A.D. Corps, is at Aldershot, and the courses of instruction will be carried out under the supervision of the staff posted there. Elsewhere the technical training will be carried out by the A.D. Corps officer under whom the soldier is serving.

1055. In order that all concerned may be kept informed of the arrangements for technical training, each O. i/c dental centre or dental laboratory, A.D. Corps, will prepare R.A.M.C. Form 22 (suitably amended) and forward it on the last day of each month to the O.C. A.D. Corps of the command. This officer will cause a summary to be prepared, which he will transmit to the Training Officer, A.D. Corps. The Training

Officer will prepare a summary showing the number of each category under training, which he will forward to the War Office for the information of D.G.A.M.S., a copy being sent to O. i/c Records.

1056. Direct communication is authorized between the Training Officer and any officer A.D. Corps in regard to matters pertaining to the technical training of the A.D. Corps warrant officers, N.C.Os. and privates.

1057. All N.C.Os. will be instructed in the method of accounting for dental stores. At Aldershot this instruction will be given at the A.D. Corps School of Instruction, and in other commands at the nearest military hospital which is an accounting unit for medical stores.

1058. The remaining arrangements for technical training will follow the principles laid down in Standing Orders for the R.A.M.C., Section XXI, as far as applicable.

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### SECTION VII.—RECRUIT TRAINING.

1059. As soon as possible after arrival at the Depot a recruit will be interviewed (and in the case of a recruit enlisted as a dental mechanic, trade tested) by the Training Officer, A.D. Corps, who will furnish a report to the O.C. Depot stating whether he considers the man suitable in all respects for the A.D. Corps and in which of the following categories he should be placed :—

- (a) For classification as a dental mechanic, class III, II or I.
- (b) For modified training as a dental mechanic in the case of a recruit who has been trade tested and has failed to reach the required standard for class III but has shown such knowledge of his trade as to convince the Training Officer that he will qualify for class III after a modified course not exceeding six months' duration. The length of the course will be decided by the Training Officer, but will not be less than two months. If a recruit fails to pass the test for class III and is unlikely to reach that standard after a modified course not exceeding six months, he will be placed in category (c).
- (c) For training as a dental mechanic.
- (d) For training as a clerk-orderly.

Recruits classified under sub-paragraph (a) above will receive tradesmen's rate of pay, class III, from the date of enlistment.

On passing the recruits' training at the Depot, and subject to the possession of the certificate of education mentioned in para. 1063, a dental mechanic will be paid at the rate of the class for which he is qualified.

Those classified under (b) and (c) above will receive tradesmen's rate of pay, class III, from the date upon which they are reported to have attained the required standard.

1060. A recruit, after final approval, will undergo four months' recruit training at the Depot as follows :—

Three months.

Syllabus of training as laid down for R.A.M.C. recruits in Standing Orders for the R.A.M.C., para. 553, except that physical training will only consist of 45 attendances.

One month.

- (i) Elementary anatomy and physiology.
- (ii) First aid.
- (iii) Tent pitching.
- (iv) Anti-gas training.

1061. If considered to have attained a satisfactory standard of knowledge, the entry " Passed Class of Instruction for the A.D. Corps " will be entered in his documents, and he will then be posted to the A.D. Corps School of Instruction for training as a tradesman.

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### SECTION VIII.—ARRANGEMENTS FOR GENERAL TRAINING AND CLASSIFICATION OF TRADESMEN UNDER WAR CONDITIONS.

1062. Under war conditions, the procedure laid down in Standing Orders for The Army Dental Corps, Sections VI, VII and XI will be held in abeyance until the cessation of the war or until such date as may be notified by the War Office. The following special procedure will be adopted in lieu :—

- (i) As soon as possible after enlistment as a dental mechanic a recruit will be trade tested at a dental laboratory where the necessary facilities exist, and, if successful in his test, will be

graded as a dental mechanic, class III, II or I. A recruit so classified will receive tradesman's rate of pay, class III, from the date of enlistment, but, on completing special recruit training in war and provided he is in possession of the necessary educational certificate, will be paid at the rate of the class for which he is qualified if he is recommended by his C.O.

A recruit accepted for classification as a dental mechanic who fails to pass the above test will, failing his being retained for training as a dental mechanic or clerk-orderly, be liable to be transferred to another corps or discharged.

(ii) A class III or class II tradesman (including a soldier of the Regular Army or Regular Army Reserve already qualified in these classes at the outbreak of war) will be eligible for advancement to class II or I of his trade provided he has :—

- (a) Completed the period of employment in his trade as laid down in Standing Orders for The Army Dental Corps, Sections IX and X, before advancement to a higher class.
- (b) Been trade tested by the dental officer in charge of the dental laboratory or dental centre to which he is attached and certified as having attained the technical skill required by these Standing Orders for class II or I of his trade.
- (c) Been recommended by his C.O. for advancement in his trade.
- (d) Obtained the second-class certificate of education.

(iii) A recruit not eligible for grading as a tradesman on enlistment may be accepted for training as a dental mechanic or clerk-orderly subject to the requirements of the service, provided he is certified by the O. i/c dental laboratory or centre of instruction as suitable for such training.

Training in either trade will be carried out in accordance with these Standing Orders, subject to any modification that may be directed by the War Office.

(iv) A recruit accepted for training as a tradesman who has qualified for grading in class III of a trade will be eligible for advancement in that trade under the conditions of (ii).

A certificate of trade proficiency will be prepared for each successful candidate and will be endorsed by the C.O. to the effect that the classification awarded has been given under war conditions and is temporary.

(v) Remustering in a trade will not be carried out except under the instructions of O. i/c Records, who will satisfy himself that a remuster is necessary to fill a vacancy in the establishment of tradesmen, and that the individual is technically qualified.

(vi) Any soldier classified as a tradesman under the foregoing war conditions will, as soon as possible after such conditions cease to exist, be tested and re-classified under the peace procedure. If he has not been so re-classified within 6 months of the date when the return to peace conditions was promulgated or such later date as may be published in Army Orders, he will either revert to normal rates of pay or, if he had been classified as a tradesman prior to the outbreak of war, he will revert to the classification then held with effect from the date of the expiration of this period of grace.

## SECTION IX.—DENTAL MECHANIC (GROUP B).

### 1063. (a) General arrangements.

Class.	Course of instruction.	Examination.	Educational certificate.	Period of continuous employment.
III	Junior course 12 months.	At end of course	3rd class ...	—
II	Intermediate course 12 months.	May and Novem- ber	2nd class...	1 year as class III.
I	Senior course 6 months.	May and Novem- ber	2nd class...	6 months as class II.

### (b) Class III.

1064. Before commencing training as a dental mechanic a soldier must be in possession of the following qualifications :—

- (a) Passed Class of Instruction.
- (b) Third-class certificate of education.

Preference will be given to those possessing previous experience as dental mechanics.

1065. The junior course of instruction will be held in a dental laboratory, and the instruction will be given by the O. i/c, assisted by the senior dental mechanic. Whilst undergoing instruction the soldier will assist in the ordinary work of the laboratory.

1066. SUBJECT A.—JUNIOR COURSE OF INSTRUCTION FOR DENTAL MECHANIC.

**Syllabus of training.**

<i>Training period.</i>	<i>(i) Lectures and demonstrations.</i>	<i>(ii) Practice.</i>
1st and 2nd months.	The contents of the dental mechanic's outfit. Workroom economy and cleanliness. Dental impressions in plaster of Paris and composition. Properties and uses of plaster of Paris, impression compositions, waxes, stearine, abrasives, polishing powders, stones, etc. Care of tools, lathes, vulcanizers and general equipment.	Model casting and trimming. Model duplicating. Drying and preserving models. Cleaning and sterilizing impression trays and materials. Adjustment of hand tools. Sharpening of cutting tools. The use of the lathe. Grinding and polishing. Recovery of modelling wax and its conversion into sheets. Preparation of hard wax. Making of "special" impression trays.
3rd and 4th months.	The Bunsen burner. Blowpipes, construction and uses. Articulators. Properties and uses of the different kinds of dental rubber. Vulcanizing and vulcanite. Avoidance of faulty results. Porosity. Repairing vulcanite. The dental arch. Movements of the temporo-mandibular articulation. Number and varieties of normal teeth. Explanation of dental charts. Artificial teeth, their nature and character. Pin teeth. Diatorics.	Continuation of previous work. Adaptation of wax base plates. Making bite blocks. Trimming and smoothing of wax plates. The use of articulators. Flasking and packing in the repair of vulcanite. Vulcanizing, sandpapering and polishing vulcanite dentures and repairs.

<i>Training period.</i>	<i>(i) Lectures and demonstrations.</i>	<i>(ii) Practice.</i>
5th and 6th months.	The construction of vulcanite dentures. Selection of artificial teeth. Fitting of teeth. Occlusion. Stress. Wire strengtheners. The support of dentures. Bands and clasps.	Continuation of previous work. Selecting, setting up and fitting artificial teeth. Fitting wire strengtheners. Trimming and smoothing wax dentures. Flasking, packing and finishing new dentures.
7th, 8th and 9th months.	Properties and uses of metals used in dental mechanics. The attachments of bands and clasps. Soldering of base and precious metals. Fluxes. Solutions used in the cleansing of metals.	Continuation of previous work. Making metal strengtheners. Making bands and clasps. Investing and soldering bands to strengtheners or attachments.
10th, 11th and 12th months	Shallow "bites." Strengthening of porcelain teeth. Backing. Sand casting. Dies and counter-dies. Soft metal base and polishing plates. Construction of difficult dentures.	The construction, remodelling and repair of full and partial vulcanite dentures.

1067. The examination will be practical and oral only.

1068. A soldier, unless already classified as in para. 1059 (a), will be eligible for grading as a dental mechanic, class III, provided he has:—

Obtained qualifying marks at the examination for dental mechanic, class III.

### (c) Class II.

1069. A dental mechanic, class III, will be continuously employed as such in a dental laboratory for a period of 12 months, and during this period he will undergo the intermediate course of instruction for dental mechanic.

## 1070. SUBJECT B.—INTERMEDIATE COURSE OF INSTRUCTION FOR DENTAL MECHANIC.

## Syllabus of training.

<i>Training period.</i>	<i>(i) Lectures and demonstrations.</i>	<i>(ii) Practice.</i>
1st, 2nd and 3rd months.	<p><i>Swaging metal plates.</i>—The tools and appliances used in swaging metal plates. Correct plate outline for partial and full dentures. Cutting the pattern and the plate. Annealing and shaping the plate to die. Cleansing the plate. Swaging.</p>	<p><i>Swaging metal plates.</i>—Preparation of model for sand casting, accentuating rugae, etc. Making cores and moulding. Shaping the mould to prevent plate slipping on die. Pouring the die and counter-die. Cutting the pattern and the plate. Annealing the plate and shaping to die. Cleansing the plate. Swaging and chasing. Fitting and soldering clasps and anchorages. Fitting and attaching teeth. Constructing combined metal and vulcanite dentures. Constructing all-metal dentures.</p>
	<p><i>Casting metal plates.</i>—Casting outfits in common use. Casting alloys. The wax plate and attachment of sprues. Coating material and its uses. Investing, heating investment and casting the plate.</p>	<p><i>Casting metal plates.</i>—Making the wax plate and attaching sprues. Coating wax plate and sprues. Investing, heating investment and casting the plate.</p>

<i>Training period.</i>	<i>(i) Lectures and demonstrations.</i>	<i>(ii) Practice.</i>
4th to 7th months	<i>Dental crowns.</i> —All-metal, porcelain-faced, pivot and Richmond. Bridges. <i>Inter-dental splints.</i> —Hammond, Gunning and Hayward. Processes of making and their respective uses.	<i>Dental crowns.</i> —Constructing all-metal crowns, porcelain-faced pivot and Richmond. Bridges. <i>Inter-dental splints.</i> —Constructing the various forms of splints.
8th to 10th months.	<i>Obturators</i> for clefts in soft and hard palates. Restoration after surgical operation or injury.	<i>Obturators.</i> —Construction of various kinds.
11th and 12th months.	Revision.	Practice.

1071. The examination will be practical and oral only, and will include subjects A and B.

1072. A dental mechanic, class III, will be eligible for grading as dental mechanic, class II, provided he has:—

- (a) Obtained qualifying marks at the examination for dental mechanic, class II.
- (b) Obtained a second-class certificate of education.

#### (d) Class I.

1073. A dental mechanic, class II, will be employed in a dental laboratory for a further period of six months. During this period he will undergo the senior course of instruction. The officer under whom he is serving will carry out the training.

#### 1074. SUBJECT C.—SENIOR COURSE OF INSTRUCTION FOR DENTAL MECHANIC.

##### Syllabus of training.

(a) *Elementary chemistry and dental metallurgy.*

- (i) Matter, properties of substances. Expansion of solids, liquids and gases. Conduction. Convection. Radiation. Temperature and its measurement. Thermometers. Heat and its measurement. Specific heat. Change of state. Fusion, solidification, vaporization and condensation. Latent heat.

- (ii) Elements and compounds. Mixtures. Metals, alloys and amalgams. Acids. Bases. Salts. Atoms and molecules. Laws of combination. Solution. Crystallization. Distillation. Oxidation. Calcination. Combustion. The air. Water. Preparation of oxygen, hydrogen, nitrogen and chlorine.
- (iii) The physical properties of the following metals : gold, platinum, palladium, silver, tin, antimony, mercury, lead, bismuth, zinc, cadmium, copper, aluminium, iron and nickel—viz., lustre, tenacity, elasticity, malleability, ductility, conductivity for heat and for electricity, fusibility, specific gravity, expansion by heat, brittleness, hardness, crystalline character, change of volume on solidification.
- (iv) The chief uses in dental mechanics of the above metals and their alloys.
- (v) Action of air (either hot or cold), of water, of acids, of alkalis, and of sulphuretted hydrogen on the above metals and their principal alloys.
- (vi) Effect of exposure in the mouth of the above metals and their alloys.
- (vii) Preparation of gold and silver solders. Preparation of readily fusible alloys and soft solders. Fluxes. Electro-plating. Silver-plating. Gilding. Recovery of precious metals from scrap and lemel.

(b) *A refresher course of training in subjects A and B, consisting of practical demonstrations.*

1075. The examination in subjects A and B will be practical and oral, and in C written and oral.

1076. A dental mechanic, class II, will be eligible for grading as dental mechanic, class I, provided he has :—

- (a) Completed six months' duty as dental mechanic, class II.
  - (b) Obtained qualifying marks at the examination for dental mechanic, class I.
-

## SECTION X.—CLERK ORDERLY (GROUP C).

## 1077. (a) General arrangements.

Class.	Course of instruction.	Examinations.	Educational certificate.	Period of continuous employment.	Total service.	Other qualifications.
III	4 months	At end of course.	2nd class	—	10 months	—
II	—	—	—	1 year as class III.	1 year and 10 months	Special report by A.D. Corps officer.
I	3 months	May and November.	—	1 year as class II.	2 years and 10 months	—

## (b) Class III.

1078. Before commencing training as a clerk orderly a soldier must be in possession of the following qualifications :—

- (a) Passed Class of Instruction.
- (b) Second-class certificate of education.

The course of instruction for clerk orderly will be as follows :—

Part A.—Two months at a dental centre.

Part B.—Two months in a central dental laboratory.

While undergoing instruction he will also take part in the ordinary duties of the dental centre or laboratory.

1079. The instruction will be carried out under the direction of the O. i/c dental centre or laboratory.

## 1080. Syllabus of training.

SUBJECT A.—DUTIES IN A DENTAL CENTRE.

- (i) The meaning of dental charts. Dental treatment cards. Medical history sheets and the signs and abbreviations used therein.
- (ii) The compilation and disposal of dental returns, dental charts and dental cards.
- (iii) The keeping of dental treatment books and dental appliance books. Registration of correspondence.

- (iv) The care and classification of dental instruments, equipment and materials. The contents of the home and field dental outfits and dental anæsthetic outfit.
- (v) Method of preparation of indents.
- (vi) Knowledge of regulations relative to dental treatment.
- (vii) Cleanliness of dental centre. Surgery economy, etc.
- (viii) Asepsis and sterilization of dental instruments, etc.
- (ix) The mixing of the different materials for the filling of teeth.
- (x) Emergency treatment in cases of post-extraction hæmorrhage.
- (xi) The principles of oral hygiene and the preparation and use of antiseptics commonly used in dental surgery.
- (xii) Recognition of the different varieties of teeth. Knowledge of their attachment to the jaws.
- (xiii) Apothecaries and imperial weights and measures. The several symbols, their meaning, use and the relative proportion the measures they represent bear to one another, either by weight or capacity.
- (xiv) Knowledge of the properties of drugs and materials in common use in a dental centre.

SUBJECT B.—DUTIES IN A DENTAL LABORATORY.

- (i) Recording particulars of work received and despatched.
- (ii) The preparation of indents for equipment and materials.
- (iii) The disposal of surplus, repairable and unserviceable equipment.
- (iv) The safe custody and issue of precious metals and valuable materials.
- (v) Recording amount of material used in the construction of dentures.
- (vi) Packing and despatching models and artificial dentures.
- (vii) The contents of the dental mechanic's outfit.
- (viii) The making of plaster casts from impressions and the preparation of bite blocks.
- (ix) Instruction in soft soldering. Making minor adjustments and repairs to hand pieces, wrist spring and cable of dental engine.

1081. A soldier will be eligible for grading as clerk orderly, class III, provided he has :—

- (a) Obtained qualifying marks at the examination for clerk orderly, class III.
- (b) Completed 10 months' total service.

**(c) Class II.**

1082. A clerk orderly, class III, will be posted to a dental centre, and will be employed therein for a period of one year.

1083. On the termination of this period a report will be rendered by the officer under whom he is employed stating whether he has performed his duties satisfactorily and shown himself to be an efficient clerk orderly. This certificate will be countersigned by the Assistant Director of Dental Service or senior dental officer of the command, and forwarded to O. i/c Records.

1084. He will be eligible for advancement to class II, provided he has :—

- (a) Completed one year's duty as clerk orderly, class III.
- (b) Been satisfactorily reported upon by the officer under whom he is employed.
- (c) Completed one year and 10 months' total service.

**(d) Class I.**

1085. A clerk orderly, class II, will be continuously employed in a dental centre for a further period of one year.

1086. During this period he will undergo a refresher course of instruction in subjects A and B lasting three months. The instruction will be given by the officer under whom he is employed, and will consist of weekly lectures based on the syllabus for those subjects.

1087. He will also receive instruction in :—

**SUBJECT C.**

- (a) The regulations for the administration of the A.D. Corps.
- (b) Correspondence and précis writing.

**1088. Syllabus of training.**

- (i) Standing orders, A.D. Corps.
- (ii) Standing Orders, R.A.M.C., where applicable to A.D. Corps.
- (iii) King's Regulations. Disposal of the sick, furloughs, general instructions regarding office work and correspondence, supply of stationery, disposal of obsolete documents, and such instructions as apply to the dental service of the army.

- (iv) Allowance Regulations.—Rations, lodging, fuel and light, servant, furniture, travelling allowances, married quarters and married allowance rolls.
- (v) Regulations for the Medical Services of the Army, where applicable to A.D. Corps.

1089. A clerk orderly, class II, will be eligible for advancement to clerk orderly, class I, provided he has :—

- (a) Completed one year's duty as clerk orderly, class II.
- (b) Obtained qualifying marks at the examination for clerk orderly, class I.
- (c) Completed two years and 10 months' total service.

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### SECTION XI.—ARRANGEMENTS FOR EXAMINATIONS.

1090. The examinations for promotion will be held at the same times and places as the R.A.M.C. examinations, the necessary arrangements being made by the O.C., A.D. Corps of the command.

1091. The examinations for trade qualifications will be held half-yearly, commencing on the third Mondays in May and November, except in the case of those N.C.Os. and privates undergoing courses at the School of Instruction, Aldershot, where the examinations may be held at the termination of each course.

The examination of candidates in home commands will be held at the School of Instruction, The Army Dental Corps, Aldershot.

1092. The O.C., A.D. Corps, in a command at home will notify the Training Officer, A.D. Corps, not later than the 15th of the preceding month, the names of candidates expected to attend for examination for trade qualifications. The training officer will furnish to O. i/c Records a list of candidates due to attend from each command at home. O. i/c Records will make the necessary arrangements for the attendance of candidates for examination.

The O.C., A.D. Corps, in a command abroad will notify the Training Officer, A.D. Corps, by cable the number of candidates expected to attend each examination for trade qualifications sufficiently early to permit the examination papers being despatched by post in time for the examination.

1093. The president of the board of examiners will forward the examination papers, together with R.A.M.C. Form 21 (suitably amended), as follows :—

- (a) Promotion examination to the Training Officer, R.A.M.C.  
 (b) Trade examinations to the Training Officer, A.D. Corps.

In the case of the trade examination for dental mechanics, all prosthetic work as received from a candidate at the termination of his examination, together with necessary models, will be forwarded to the Training Officer, A.D. Corps.

1094. The composition of the boards of examiners will be as follows :—

Examination for	Composition of board of examiners.	To be detailed by
Promotion to rank of corporal.	O.C. company, R.A.M.C.	—
Promotion to ranks of serjeant or staff-serjeant.	Two R.A.M.C. officers (including one quartermaster).	O.C., R.A.M.C. and A.D. Corps of command.
Dental mechanic or clerk orderly.	Three A.D. Corps officers	At home, O.C., R.A.M.C. and A.D. Corps, Aldershot Command ; abroad, O.C., R.A.M.C. and A.D. Corps of command.

If sufficient A.D. Corps officers are not available for the trade examinations, R.A.M.C. officers will be detailed, but the president of the board will be an officer of the A.D. Corps and, if possible, of field rank.

1095. The marks awarded at the trade examinations will be as follows :—

(a) Dental mechanic.

Class.	Subject.	Maximum marks.				Qualifying marks (percentage of total).
		Written.	Practical.	Oral.	Total.	
III	A	—	80	20	100	Per cent. 60
II	A	—	80	20	100	70
	B	—	80	20	100	60
I	A	—	80	20	100	75
	B	—	80	20	100	75
	C	80	—	20	100	60

## A.D. Corps.—Sec. XII.

A candidate for class II or class I will be required to obtain qualifying marks in each subject in practical dental mechanics at the same examination.

### (b) Clerk orderly.

Class.	Subject.	Maximum marks.				Qualifying marks (percent of total)
		Written.	Practical.	Oral.	Total.	
III	A	60	20	20	100	60
	B	60	20	20	100	60
I	A	60	20	20	100	77
	B	60	20	20	100	77
	C	80	—	20	100	77

A candidate will be permitted the use of the following at the examination in subject "C":—King's Regulations, Standing Orders, R.A.M.C., and A.D. Corps and Allowance Regulations.

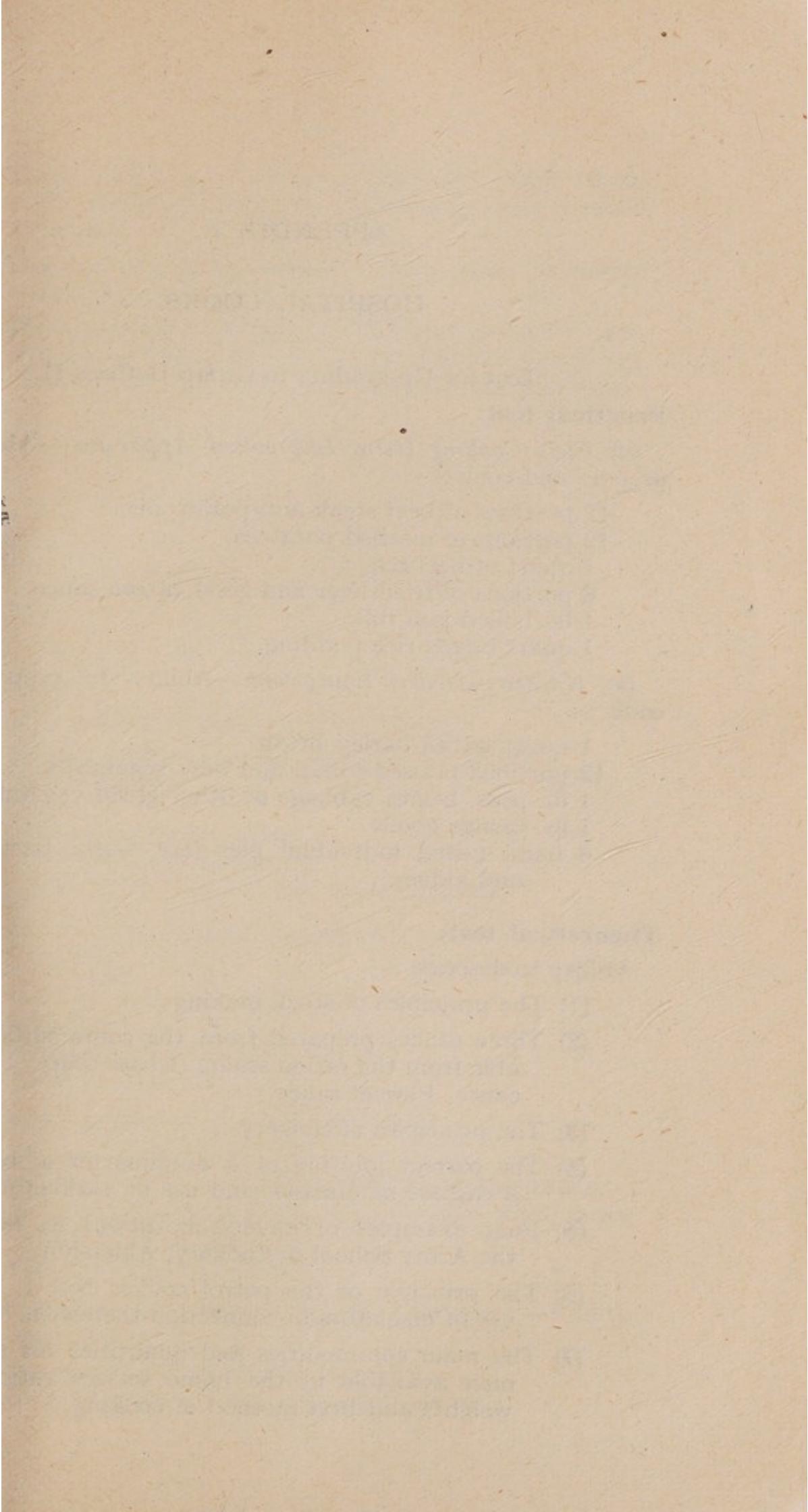
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## SECTION XII.—MISCELLANEOUS.

### (a) Corps Forms (A.D. Corps).

1096. A list of Corps Forms (R.A.M.C. and A.D. Corps) used in connexion with other ranks of the A.D. Corps is contained in Appendix No. 4. These forms will be demanded as laid down in paragraph 446.

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## APPENDIX A.

## HOSPITAL COOKS.

Test for Up-grading to Group B, Class II.

**Practical test.**

(a) *Field Cooking Using Improvised Apparatus.*—Ability to prepare and cook :—

- 12 portions of beef steak and potato pie.
- 12 portions of mashed potatoes.
- 1 quart of beef tea.
- 6 portions of fried liver and good brown sauce.
- 1 lb. boiled jam roll.
- 1 quart baked rice pudding.

(b) *Kitchen—Modern Equipment.*—Ability to prepare and cook :—

- 1 quart oxtail barley broth.
- 12 portions braised oxtail and new vegetables.
- 1 lb. peas, beans, cabbage or other green vegetables.
- 1 lb. sponge goods.
- 6 hand raised individual pies (hot water paste) (beef and kidney).

**Theoretical test.**

Ability to describe :—

- (1) The principles of stock making.
- (2) Three sauces prepared from the commodities available from the ration scale ; 1 base sauce, 1 finished sauce, 1 sweet sauce.
- (3) The principles of cookery.
- (4) The correct jointing of a hindquarter of beef, also a carcase of mutton, and use of various joints.
- (5) Four examples of haversack rations as taught at the Army School of Cookery, Aldershot.
- (6) The principle of the petrol cooker No. 1, and the use of insulators in connection therewith.
- (7) The main commodities and quantities for each 100 men available in the home service ration scale weights and best method of cooking.

- (8) Three examples of soups suitable for light diets. The method of preparation, quantity and method (10 men).
- (9) The bluff range and a soyer stove, their capacities and uses.
- (10) Three examples of fish dishes which could be prepared utilizing improvised apparatus (crude oil and water) and type of apparatus to be employed.

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## APPENDIX B.

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### HOSPITAL COOKS.

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Test for Up-grading to Group A, Class I.

#### Practical test.

(a) *Larder*.—Ability to prepare and cook :—

- A boned and stuffed shoulder or breast of mutton.
- 1 lb. cornish pasties.
- 1 lb. brawn.
- 6 portions of vegetarian salad.
- 1 lb. mealie pudding (steamed).
- 3 lb. galantine (cooked and raw meat element).

(b) *Pastry*.—Ability to prepare and cook :—

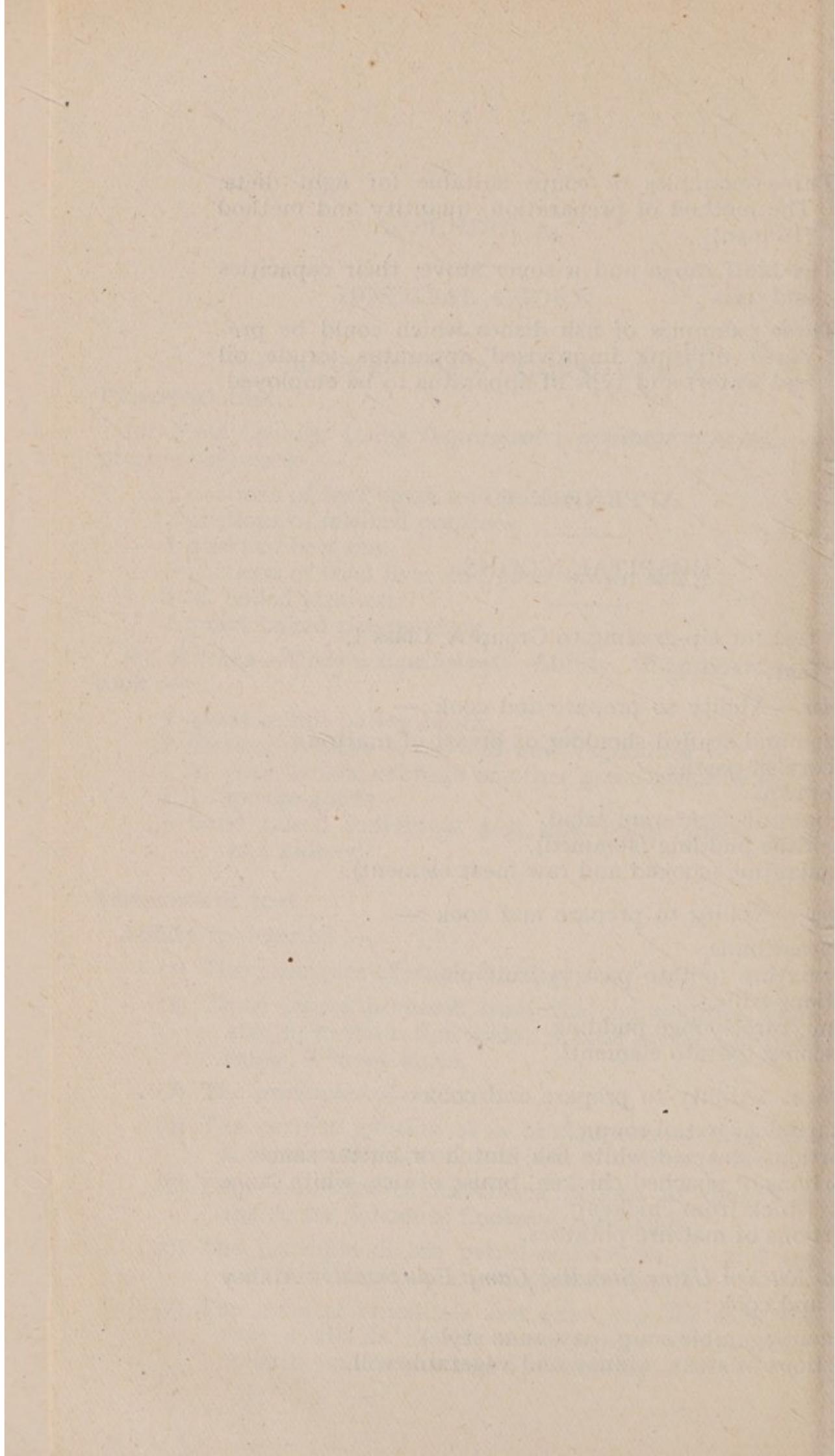
- 1 lb. yeast buns.
- 1 lb. mixture (potato pastry) fruit pie.
- 6 portions trifle.
- 1 lb. mixture sponge pudding.
- 1 lb. scones (potato element).

(c) *Kitchen*.—Ability to prepare and cook :—

- 1 quart clear oxtail soup.
- 6 portions steamed white fish, dutch or butter sauce.
- 6 portions of poached chicken, braise of rice, white sauce (stock from chicken).
- 12 portions of macaire potatoes.

(d) *Field Kitchen Using Standing Camp Equipment*.—Ability to prepare and cook :—

- 1 quart vegetable soup (paysanne style).
- 12 portions of steak, kidney and vegetable roll.



- 12 portions of braised cabbage (quarters).  
12 portions of bread and butter pudding.

(e) *Field Cooking Using Crude Oil and Water Apparatus only.*—Ability to prepare and cook :—

- 1 quart watercress soup.  
12 portions of tripe and onions.  
12 portions of mashed potatoes.  
6 portions of baked custard.

### Theoretical test.

Ability to describe :—

- (1) The hospital system of messing, how it operates and the principal commodities available.
- (2) The compilation of a week's bill of fare for ordinary diets. Scale to be taken from Allowance Regulations, 1938 (as amended).
- (3) Examples of waste which can occur in the cookhouse and dining room and how to prevent same. The by-products and their uses, care of swill, and prevention of waste.
- (4) The organization of the stewards store and how it operates (receiving and checking of weights).
- (5) Cookhouse duties for cooks under supervision in the kitchen of a hospital with 500 beds.
- (6) The organization required for the feeding of patients in a casualty clearing station.

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## APPENDIX No. 1.

## CORPS RETURNS.

(A) Returns rendered direct to O. i/c R.A.M.C. Records by the O.C. a company at home or a company or detachment abroad, and by O.C. Depot.

Nature of return.	When rendered.	Remarks.
Weekly— Copy of Part II Orders ... ..	Saturday night	From home and abroad.
Weekly duty state (A.F. B 58)...	Saturday night	From home stations only.
Monthly— Monthly state (A.F. B 157) ...	1st of month	—
Annually— Married roll (A.F. O 1802) ...	1st April ...	—

(B) Returns rendered by the O.C. a company at home or a company or detachment abroad to the O.C. the corps in a command, for transmission to the O. i/c Records.

Nature of return.	When rendered.	Remarks.
Monthly— R.A.M.C. forms ... ..	2nd of month ... ..	—
Half Yearly— Mobilization return (M.S.)	10th February and 10th July.	By home companies and depot only.
Annually— Confidential report on warrant officers and N.C.Os. (R.A.M.C. Form 20 or R.A.M.C. Form 7).	Serjeants and upwards— 1st May. Lance-serjeants, corporals and lance-corporals—1st August.	Together with the reports referred to in para. 64.

(C) Returns rendered by the O.C. a party doing duty away from the headquarters of a company at home or company or detachment abroad to the O.C. the company or detachment.

Nature of return.	When rendered.	Remarks.
Monthly— Nominal roll of detachment	Last day of month ...	From home and abroad.

APPENDIX No. 2.

RETURNS RENDERED BY O.C. R.A.M.C. OF A DIVISION (T.A.).

No. of army form or return.	To whom rendered.	Date.
A.F. B 157B. (Monthly return of strength by ranks.)	Divisional headquarters, O. i/c R.A.M.C. Records, T.A. Association.	28th of month.
A.F. B 158. (Nominal roll of officers on strength or attached.) Consolidated and in duplicate.	O.C. R.A.M.C. in command.	End of month.
A.F. P 1940. (Monthly certificate in support of charges for postage and telegrams, etc.).	T.A. Association ...	End of month.

APPENDIX No. 3.

RETURNS RENDERED BY O.C. R.A.M.C. (T.A.) UNIT.

No. of army form or return.	To whom rendered.	Date.
A.F. B 157B. (Monthly return of strength by ranks.)	Divisional headquarters, O. i/c R.A.M.C. Records, T.A. Association.	28th of month.
A.F. B 158. (Nominal roll of officers on strength.)	O.C. R.A.M.C. of division	28th of month.
A.B. 241. (Public equipment ledger.)	Army Auditor ... ..	1st April, yearly.
Return of medical equipment.	Army Auditor ... ..	1st April, yearly.
A.F. O 1802. (Married roll.)	Regimental paymaster. O i/c Records.	1st April, yearly.
Absentees from camp ...	T.A. Association ...	30th September, yearly.
A.F. E 657. (Annual confidential report on unit.)	O.C. R.A.M.C. of division	After camp.
A.F. N 1543A. (Return of officers, N.C.Os. and men, horses, vehicles, etc., present at annual training.)	O.C. R.A.M.C. of division	After camp.

**APPENDIX No. 4.****CORPS FORMS.****(a) Royal Army Medical Corps.**

- \*R.A.M.C. Form 1. Monthly return of R.A.M.C. personnel serving in companies, R.A.M.C., on last day of month.
- \*R.A.M.C. Form 3. Notification of movements of other ranks.
- R.A.M.C. Form 7. Confidential report (lance-serjeant, corporal and lance-corporal).
- R.A.M.C. Form 20. Confidential report (warrant officer, staff-serjeant and serjeant).
- \*R.A.M.C. Form 21. Report by examining board on candidates for Corps qualifications.
- \*R.A.M.C. Form 22. Monthly return of W.Os., N.C.Os. and men undergoing training in companies, R.A.M.C.
- R.A.M.C. Form 23. R.A.M.C. Summary of training.
- R.A.M.C. Form 24. Certificate for advancement to class II of a trade.
- \*R.A.M.C. Form 25. Certificate for junior and intermediate courses for promotion.

**(b) The Army Dental Corps.**

A.D. Corps Form 1. Confidential report.

**APPENDIX No. 5.****SPECIMEN ORDERS FOR N.C.Os. AND MEN  
EMPLOYED ON SPECIAL DUTIES.**


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(Subject to alteration to suit local conditions.)

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**(a) Orders for the Barrack Orderly Serjeant.**

1. He will see that the barrack windows are opened immediately after reveille, and ascertain that the urine tubs are filled with clean water, chained and in their proper place.

2. He will report himself to the orderly officer, and accompany him during his tour of duty. On occasions, when the orderly officer does not go round during meals, the barrack orderly serjeant will visit the dining halls to ascertain whether there are any complaints.

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\* Also applicable to the A.D. Corps.

3. He will attend at the orderly room at the office hour.
4. He will, after taking his own meals, relieve the N.C.O. on canteen duty to allow him to go to his.
5. He will see that all fires and lights are extinguished in barrack-rooms at 10.15 p.m., and report the same to the orderly officer.
6. He will attend at retreat parade and read fire orders.
7. He will attend at staff parade and report all correct or otherwise.

**(b) Orders for the Orderly Serjeant of — Company.**

1. He will see that the men rise and go to bed at the prescribed hours, and, if weather permits, that the cots and bedding are put out to air on Saturday mornings.
2. He will see the urine tubs removed at reveille, emptied, filled with clean water and locked up in the place allotted for them, and at retreat will parade the orderly men, who will unlock them and empty the water into the urinal.
3. He will ascertain at reveille which men wish to report sick, and will make out the usual reports (on A.F. B 256) in duplicate and hand them over to the N.C.O. marching sick.
4. He will make out daily a report of casualties, and prepare a medical inspection report (A.F. B 256) for men joining.
5. He will visit the guard detention-room at reveille, and occasionally during the day, to ascertain from the N.C.O. i/c police which men are in arrest and the hour of return of absentees.
6. He will see that the accused soldiers get their cleaning articles and great-coats, and men remanded for trial or who are over 48 hours in the guard detention room their bedding, at the proper hours, and see that they are taken away again.
7. He will attend at the orderly room daily while accused soldiers are being dealt with, and will be responsible that the witnesses are present.
8. He will post up on the notice board the names of all N.C.Os. and men for their various duties and inspect them before handing them over to the serjeant-major.
9. He will see that each man gets a mark on the daily duty roster for piquets and police duty performed.
10. He will daily take over from the serjeant-major the detail of duties which concern his company.

11. He will attend all parades and note down the names of any men of his company who are checked, at the same time warning them to attend company office the next morning.

12. He will collect the tattoo reports of barrack-rooms and see that the roll is called by a N.C.O. in each. He will attend the staff parade and hand over the reports to the serjeant-major.

13. He will furnish a return of men on pass to the N.C.O. i/c night police by tattoo.

14. He will hand over to the N.C.O. relieving him a list of defaulters and men undergoing punishment.

15. He will at all times, except in his barrack-room, wear his waistbelt.

16. He will attend company office daily.

17. He will see that all recruits joining have a bath before medical inspection.

18. He will parade all new arrivals at the company office the day after arrival.

19. He will parade all departures at the company office in marching order before their departure.

### (c) Orders for the N.C.O. on Canteen Duty and Marching Sick.

1. The canteen is open for the sale of liquor from 12 noon till 1.45 p.m., and 3 p.m. till 9.15 p.m.

The canteen is open on Sunday from 12.30 p.m., if divine service is over, till 2.30 p.m., and from 6 p.m. till 9.15 p.m.

2. The N.C.O. on canteen duty will be present during the sale of liquor; he will neither sit in the canteen, leave the vicinity, nor will he permit N.C.Os. to drink at the bar.

3. He will not allow defaulters in the canteen, except between 7 p.m. and 8 p.m.

4. He will confine any man he sees drunk.

5. He will not allow any civilians (except officers' servants and *bona fide* friends of soldiers) in any part of the canteen premises.

6. He will prevent gambling, quarrelling, fighting, obscene language or any irregular conduct in or near the canteen.

7. He will prevent canteen glasses and bottles being taken to the barrack-rooms.

8. He will not allow boys or buglers under 18 years of age into the canteen.

9. He will exercise a strict supervision over the recreation rooms, and cause all music to cease at 9 p.m.

10. He will, at 9.30 p.m., see the canteen cleared and closed, and will so report on tattoo parade.

11. In addition to these duties, he will march the sick to the medical inspection room at 8.15 a.m.

12. He will see that at least two windows are kept partially open in the beer bar on the lee side.

13. He will be responsible that the corporals' room is cleared and locked up and the key handed over to the N.C.O. i/c night police at 10 p.m., and will report the same to the serjeant-major.

**(d) Orders for the N.C.O. i/c Police.**

1. When notified, he will send a policeman, immediately after reveille, to conduct any men of the corps or probationers confined in other guard-rooms.

2. He will, when necessary, march accused soldiers for medical inspection.

3. He will attend orderly room daily, and he will be responsible that accused soldiers are shaved and properly dressed before being taken in front of the O.C.

4. He will enter in his record of defaulters, after orderly room, the names of all defaulters from the guard and minor offence reports.

5. He will parade defaulters at 12.15 p.m., daily, march them to the canteen, hand over a list to the N.C.O. on canteen duty and conduct them back to the lines.

6. He will march off, under proper escort, soldiers for the detention barracks at — p.m., and similarly despatch an escort for men discharged therefrom. All court-martial soldiers and men awarded detention in " days " are discharged at 7 a.m. except when their punishment expires on Sunday, when they are discharged at 2 p.m. on Saturday, and will be kept in the guard detention room till 7 a.m. the next morning. Men awarded detention in " hours " are discharged at 2 p.m.

7. He will order the bugler on duty to sound defaulters' call at the hours laid down, call the roll and inspect them. If any are not accounted for, he will report to the serjeant-major.

8. He will hand over a list of defaulters to the N.C.O. i/c night police at — p.m.

9. Defaulters will be employed on fatigue for an hour before retreat when there is no defaulters' drill.

10. He will take over men detailed as extra police between retreat and tattoo.

11. He will acquaint the serjeant-major when he or any of his police wish to put in passes or to leave barracks, so that the duty may be arranged.

12. He will frequently visit the police on duty, and see that they understand and carry out their orders.

13. He will attend for orders at the provost-marshal's office, and report the same to the adjutant.

14. He will report all irregularities to the serjeant-major, to whom he will daily show these orders.

15. When the fire alarm sounds, the N.C.O. i/c police will act in accordance with local fire orders, a copy of which is posted in the guard room.

#### (e) Orders for the Policemen on Duty.

##### No. 1 POST : GUARD ROOM.

1. He will be held responsible during the absence of the N.C.O. for the accused confined in the guard detention room.

2. He will on no account leave the guard room unless ordered by the O.C., adjutant, serjeant-major or police N.C.O.

3. He will search thoroughly any accused brought to the guard room for confinement.

4. He will allow only one accused at a time to leave the guard detention room for the purpose of washing, visiting the latrine, etc.

5. He will carry out any verbal orders given by the police N.C.O. regarding men returning off pass, absentees or defaulters.

6. He will allow no one to interfere with the safes kept in the guard room except the officer in charge of them.

##### No. 2 POST : OUTSIDE BEAT.

1. He will allow no hawkers, etc., in the lines without a pass. (List of those allowed will be furnished from the orderly room, through the N.C.O. i/c police.)

2. He will prevent children and others from damaging the plantations in the vicinity.

3. He will keep dogs from straying about the lines and parade ground.

4. He will keep the parade ground clear during drill.

5. He will keep off all suspicious persons and improper characters from the lines.

6. He will prevent men loitering about the roads during a funeral, or going to the cemetery, unless properly dressed.

7. He will note and report immediately any irregularity, fire, etc., he may observe.

8. He will prevent men quitting barracks before the prescribed hours, improperly dressed.

9. He will not converse or loiter on his beat, or quit it unless properly relieved.

**(f) Orders for the N.C.O. i/c Night Police.**

1. He will mount duty at 3.30 p.m., and will remain on until reveille except on half-holidays, when he will mount at 2 p.m.

2. He will post and frequently visit the police on duty, and see that they are correct and carrying out their orders. Any N.C.O. or man reporting at the guard room off pass will be kept until the N.C.O's. return.

3. He will report any irregularity to the serjeant-major.

4. He will parade and inspect the defaulters at the proper hours.

5. He will report on staff parade "all correct" or otherwise.

6. When the fire alarm sounds, he will despatch one of the police to ascertain where the fire is, and will report the result to the serjeant-major, adjutant and orderly officer.

7. He will post and frequently visit the sentry over the officers' quarters (when occupied) and see that all is correct.

8. He will take over the key of the corporals' room at 10 p.m. and hand it over at reveille daily.

9. He will not leave the guard room except when necessary to carry out the above duties, and before leaving he will detail a man to act for him during his absence.

10. He will be held responsible that the electric lights are turned on or off at the proper hours.

**(g) Orders for the Bugler on Duty.**

1. He will report himself to the N.C.O. i/c police before leaving the guard detention room for any purpose.

2. He will be on the parade ground 10 minutes before sounding "fall in" for all parades.

3. He will not go into the barrack-rooms during the day and will sleep in the guard detention room from "lights out" till "reveille."

4. He will be properly dressed from "reveille" to "lights out."

5. He will sound the fire alarm when ordered, in accordance with local fire orders.

6. He will not sound any calls during office hours near the orderly room.

7. He will sound defaulters' call whenever ordered by the N.C.O. i/c police, and every half-hour from retreat until quarter bugle before first post as ordered by the N.C.O. i/c night police.

8. The following are the routine calls :—

- |   |                                    |
|---|------------------------------------|
| 1. Reveille.                            | 17. Fall in.                       |
| 2. Defaulters.                          | 18. School.                        |
| 3. Men's meal (1st call).<br>Breakfast. | 19. Men's meal (1st call).<br>Tea. |
| 4. Officers' call.                      | 20. Defaulters.                    |
| 5. Warning for parade.                  | 21. Retreat.                       |
| 6. Quarter call.                        | 22. Defaulters.                    |
| 7. Sick.                                | 23. Officers' dress for<br>dinner. |
| 8. Recruits' parade.                    | 24. Defaulters.                    |
| 9. Advance.                             | 25. Officers' dinner call.         |
| 10. Fall in.                            | 26. Defaulters.                    |
| 11. Orderly room.                       | 27. Defaulters.                    |
| 12. Defaulters.                         | 28. First post.                    |
| 13. Men's meal (1st call).<br>Dinner.   | 29. Orderly serjeants              |
| 14. Warning for parade.                 | 30. Last post.                     |
| 15. Quarter call.                       | 31. Lights out.                    |
| 16. Recruits' parade.                   |                                    |

APPENDIX No. 6.  
SPECIMEN STATEMENT OF SERVICES.

STATEMENT OF SERVICES OF:— ARMY No. 1234567 NAME ATKINS, Thomas.

No. of Part II Order or other Authority.	Unit.	Promotions, reductions, casualties, etc.	Army rank.	Dates.	Service not allowed to reckon for fixing rate of pension.		Signature of officers certifying correctness of entries.
					Years.	Days.	
Service towards limited engagement reckons from 1-8-1936. Enlisted at <i>Whitehall</i> on 1-8-1936.							
R.A.M.C.	—	Attested ...		1-8-1936	—	—	J. Smith, Capt.
"	Depot	Posted ...		2-8-1936	—	—	J. Smith, Capt.
"	"	Absent without leave from 10 p.m. 1-1-1937 to 8 p.m. 7-1-1937.		8-1-1937	—	6	J. Smith, Capt.
"	"	Absent without leave from 10 p.m. 1-2-1937 to 8 p.m. 8-2-1937.		9-2-1937	}		J. Smith, Capt.
"	"	In guard detention room ...		10-2-1937			
"	"	Awarded 14 days' detention by C.O. ...		24-2-1937			
"	1 Coy.	Returned to duty... In custody of Civil Power at Aldershot Convicted of drunkenness and sentenced to 7 days' imprisonment or fined £1 (Fine paid.) Returned to duty...		2-6-1937	—	23	J. Smith, Capt.
"	"			3-6-1937	—	2	J. Brown, Capt.
"	"			3-6-1937	—	—	

"	"	In guard detention room Convicted by D.C.M. for using insub- ordinate language to a N.C.O. and sentenced to undergo detention for one year	"	"	1-3-1938 5-3-1938	—	—	J. Brown, Capt.
"	"	To detention barracks, Aldershot	"	"	9-3-1938	—	—	J. Brown, Capt.
"	"	Sentence suspended	"	"	5-6-1938	—	—	J. Brown, Capt.
"	"	Authy. G.O.C.-in-C., Aldershot Cmd., dated 5-6-1938.	"	"	7-6-1938	—	—	F. Jones, Major.
"	"	Returned to duty...	"	"	29-8-1938	—	—	
"	"	Sentence remitted	"	"	1-9-1938	—	—	
"	"	Authy. G.O.C.-in-C., Aldershot Cmd. Declared a deserter (Part II Order, No. —, dated —) 1 Company.	"	"	2-10-1939	1	31	
"	"	Apprehended by the Civil Power at Stafford on —.	"	"				
"	"	In civil custody from 2-10-1939 to 4-10-1939.	"	"	5-10-1939	—	—	F. Jones, Major.
"	"	In guard detention room	"	"	12-10-1939	—	—	
"	"	Convicted by D.C.M. of desertion and sentenced to 56 days' detention. (a)	"	"				
(a)	All prior service forfeited by conviction of desertion.		Pte.		12-10-1939	—	—	
Service towards limited engagement reckons from	28 days of sentence remitted (Authy. G.O.C.-1st Division dated —).		"	"	16-10-1939	—	24	F. Jones, Major.
R.A.M.C.	1 Coy.	To detention barracks, Aldershot	"	"	5-11-1939	—	—	
"	"	Returned to duty (four days' remission earned).	"	"	12-8-1942	—	—	F. Jones, Major.
"	"	Extended service to 7 years with the colours and 5 years in the Army Reserve (Authy. O. i/c R.A.M.C. Record & Pay Office. C.R.1000/A.2, dated 12-8-1942).	"	"				
(a)	20 Coy.	Elected under King's Regns., 1935, para. 257, to have service forfeited by conviction of desertion, namely, 2 yrs. 31 days to reckon.	"	"	14-12-1942	—	—	P. Johnson, Capt.
(a)	Service towards limited engagement reckons from ...		"	"	12-9-1937	—	129	

No. of Part II Order or other Authority.	Unit.	Promotions, reductions, casualties, etc.	Army rank.	Dates.	Service not allowed to reckon for fixing rate of pension.		Signature of officers certifying correctness of entries.
					Years.	Days.	
R.A.M.C.	20 Coy.	Appointed (Authy. O. i/c R.A.M.C. Record & Pay Office. C.R.3222/A.2, dated 3-1-1943).	L/Cpl.	1-1-1943	—	—	P. Johnson, Capt.
"	"	Promoted (Authy. O. i/c R.A.M.C. Record & Pay Office. C.R.2222/A.2, dated 4-4-1943).	Cpl.	1-4-1943	—	—	P. Johnson, Capt.
"	"	Absent ... ..	"	1-6-1943	—	—	P. Johnson, Capt.
"	"	In arrest awaiting trial. ... .. Convicted by D.C.M. of absence without leave and sentenced to be reduced to the ranks.	"	18-6-1943	—	—	
"	"	Sentence remitted (Authy. G.O.C. 3rd Division dated 25-6-1943).	"	25-6-1943	—	—	
"	"	Returned to duty... ..	"	26-6-1943	—	—	P. Johnson, Capt.
"	"	Extended service to 12 years with the colours (Authy. O. i/c R.A.M.C. Record & Pay Office. C.R.7444/A.2, dated 12-10-1943).	"	12-10-1943	—	—	
"	"	Promoted (Authy. O. i/c R.A.M.C. Record & Pay Office. C.R.2222/A.2, dated 2-6-1947).	Sjt.	27-5-1947	—	—	P. Johnson, Capt.
"	9 Coy.	Absent ... ..	"	10-9 1947	—	—	A. Black, Major.
"	"	Awaiting trial ... ..	"	16-9-1947	—	6	
"	"	Convicted by D.C.M. of absence without leave and sentenced to be reduced to the ranks.	Pte.	23-9-1947	—	—	
"	"	Returned to duty... ..	"	24-9-1947	—	—	

"	Depot	Re-engaged for the R.A.M.C. at Alder- shot on 20-9-1948 for such period as shall complete 21 years' service (Authy. O. i/c R.A.M.C. Record & Pay Office. C.R.7444/A.2, dated 20-9-1948).	"	20-9-1948	—	—	S. White, Major.	
"	"	Discharged (ceasing to fulfil army physical requirements under existing standards). King's Regns., 1935, paragraph 383 (xvi) (a).	"	30-9-1949	—	—	D. Brown, Major, for O. i/c R.A.M.C. Record and Pay Office.	
Total ... ..							159	

Total Service towards Engagement to 30-9-1949 (date of discharge) 12 years 19 days.

" " Pension " 30-9-1949 ( " " ) 11 years 225 days.

#### NOTES.

(1) A N.C.O. does not forfeit service whilst absent or in confinement awaiting trial unless he is reduced to the ranks for the offence concerned.

(2) A soldier's service is not forfeited for period of absence under 6 days or for detention under 8 days awarded by C.O. He does not forfeit service whilst in close arrest on any charge which is afterwards disposed of by his C.O. unless the charge is absence exceeding 5 days and the punishment awarded detention exceeding 7 days. Close arrest on any other charge which is disposed of by a C.O. does not entail forfeiture of pay for period of arrest.

(3) Except when it has been ordered that a civil conviction shall not entail an entry in the regimental conduct sheet, the period in civil custody shall be forfeited towards pension (*see* specimen above). *See also* King's Regns., 1935, para. 1680 (b) (iii).

Date	Time	Location	Description	Remarks
1911	10:30	Cape Cod	...	...
1911	11:00	Cape Cod	...	...
1911	11:30	Cape Cod	...	...
1911	12:00	Cape Cod	...	...
1911	12:30	Cape Cod	...	...
1911	13:00	Cape Cod	...	...
1911	13:30	Cape Cod	...	...
1911	14:00	Cape Cod	...	...
1911	14:30	Cape Cod	...	...
1911	15:00	Cape Cod	...	...
1911	15:30	Cape Cod	...	...
1911	16:00	Cape Cod	...	...
1911	16:30	Cape Cod	...	...
1911	17:00	Cape Cod	...	...
1911	17:30	Cape Cod	...	...
1911	18:00	Cape Cod	...	...
1911	18:30	Cape Cod	...	...
1911	19:00	Cape Cod	...	...
1911	19:30	Cape Cod	...	...
1911	20:00	Cape Cod	...	...
1911	20:30	Cape Cod	...	...
1911	21:00	Cape Cod	...	...
1911	21:30	Cape Cod	...	...
1911	22:00	Cape Cod	...	...
1911	22:30	Cape Cod	...	...
1911	23:00	Cape Cod	...	...
1911	23:30	Cape Cod	...	...
1911	24:00	Cape Cod	...	...





## APPENDIX No. 8.

RULES FOR THE GUIDANCE OF YOUNG SOLDIERS  
OF THE ROYAL ARMY MEDICAL CORPS AND THE  
ARMY DENTAL CORPS.

## (a) General.

1. Give a ready and willing obedience to the orders of all superior officers and never question or hesitate to obey an order.

2. Perform all duties cheerfully and thoroughly. Afford assistance at all times to N.C.Os. in the execution of their duty.

3. Make up your mind to be sober: Without this necessary qualification, however talented or zealous you may prove, you can be of no use in the R.A.M.C. or A.D. Corps.

4. Spare no trouble to fit yourself for the duties of the corps; be patient, willing and attentive when being instructed.

5. Observe the greatest cleanliness in your person and dress and take the greatest care to preserve your equipment and clothing.

6. Acquire an erect and soldier-like bearing.

7. Always appear before an officer properly dressed.

8. When you wish to see an officer connected with your duty, or to make a complaint, get a non-commissioned officer to accompany you.

9. If you consider yourself ill-used or wronged by a comrade, request to see the company serjeant-major, who will inquire into the circumstances and bring you before your company officer.

10. If you require advice or help, you should always apply to your company officer.

11. A soldier is expected to behave with courtesy and civility to civilians on all occasions and pay proper respect to magistrates and civil authorities.

12. All gambling in garrisons, camps or cantonments is forbidden.

13. A soldier is forbidden to bring any intoxicating liquor into barracks.

14. If attending hospital, excused duty or ordered light duty, he is not allowed to leave barracks.

15. A soldier afflicted with venereal disease must at once report sick ; he is guilty of an offence under the Army Act if he does not do so.

16. He will carefully read the instructions printed on the back of his pass or furlough paper before proceeding on leave.

17. If a soldier is on pass or furlough and requires medical aid, he must report himself to the nearest military hospital. When this is not possible, he may apply to a civilian medical practitioner, to whom he will show his pass or furlough paper.

18. A soldier when ordered to perform any duty which may appear to him to be unjust, should perform the duty without hesitation or demur, and ask to see his O.C. company afterwards.

19. A good soldier will always avoid trivial complaints either against a comrade or superior, but when a complaint is made the soldier's tone and manner should be respectful. In the first instance a soldier will look to his O.C. company, but if then he considers he does not receive redress, he can further appeal to the O.C. R.A.M.C. and A.D. Corps of the command and the G.O.C. Anonymous complaints are strictly forbidden.

20. No soldier is allowed out of bounds without a pass.

21. A soldier who pawns, sells or damages his regimental clothing, medals, equipment or necessaries, or purchases any of these articles (except by the authority of his O.C.), is liable to trial and imprisonment by court martial. Soldiers are forbidden to borrow or lend any articles of clothing, equipment or necessaries.

22. A soldier is bound to obey all orders given by a superior, although that superior officer belongs to another corps. In a barrack-room or in quarters, and in the absence of a N.C.O., the oldest soldier is responsible for order, and must be obeyed as if he were a N.C.O. ; and if he sees a soldier is drunk or committing a grave offence, should confine him, calling upon his comrades to assist him.

23. A soldier may not borrow or lend money from or to another soldier, nor get into debt with tradesmen or others. Should a well-conducted soldier require an advance of pay, which will be granted as an indulgence only, he may apply to his company officer.

#### (b) Saluting.

24. Salute all officers whom you know to be such, whether in uniform or not, and whether belonging to the Royal Navy, Regular Army, Territorial Army or Royal Air Force.

25. If you are sitting when an officer passes, rise, stand to attention and salute.

26. If you are walking with other soldiers, take the time for saluting from the man nearest the officer.

27. If you are sitting or standing about with other men, the senior N.C.O. or oldest soldier will call the whole to attention, but he alone will salute.

28. Before you address an officer or when an officer addresses you, halt two paces from him and salute; on leaving him again salute.

29. If you are walking past an officer, commence the salute on the third pace before reaching him and lower the hand on the third pace after passing him. If carrying a cane, place it smartly under the left arm, cutting away the hand before saluting.

30. If you appear in a room before an officer, you are to salute him but not remove your head-dress.

31. If you are marched up to an officer or into a room before an officer, do not salute unless you are ordered to do so. If you are a soldier in arrest, you appear before an officer with your head-dress off.

32. In a civil court when a judge or magistrate is present, take off your head-dress unless you are on duty with a party or escort inside the court.

33. If you are without your head-dress, or carrying anything that prevents you from saluting, you will stand at attention as an officer passes, or, if walking, turn your head smartly towards the officer.

34. *When driving a mechanical vehicle (including bicycles).*

The rider of a bicycle (pedal or motor) or driver of a mechanical vehicle, will not be required to salute when the vehicle is in motion, owing to the danger of taking the eyes off the road.

When the vehicle is stationary, he will salute by turning his head smartly towards an officer passing him, but will not remove his hands from the handlebar or steering wheel.

35. Address all officers and warrant officers as "Sir."

36. Never attempt to avoid an officer either in camp or in the streets.

37. When meeting a body of troops on the march, salute the commanding officer, and also the colours if they are being carried unfurled.

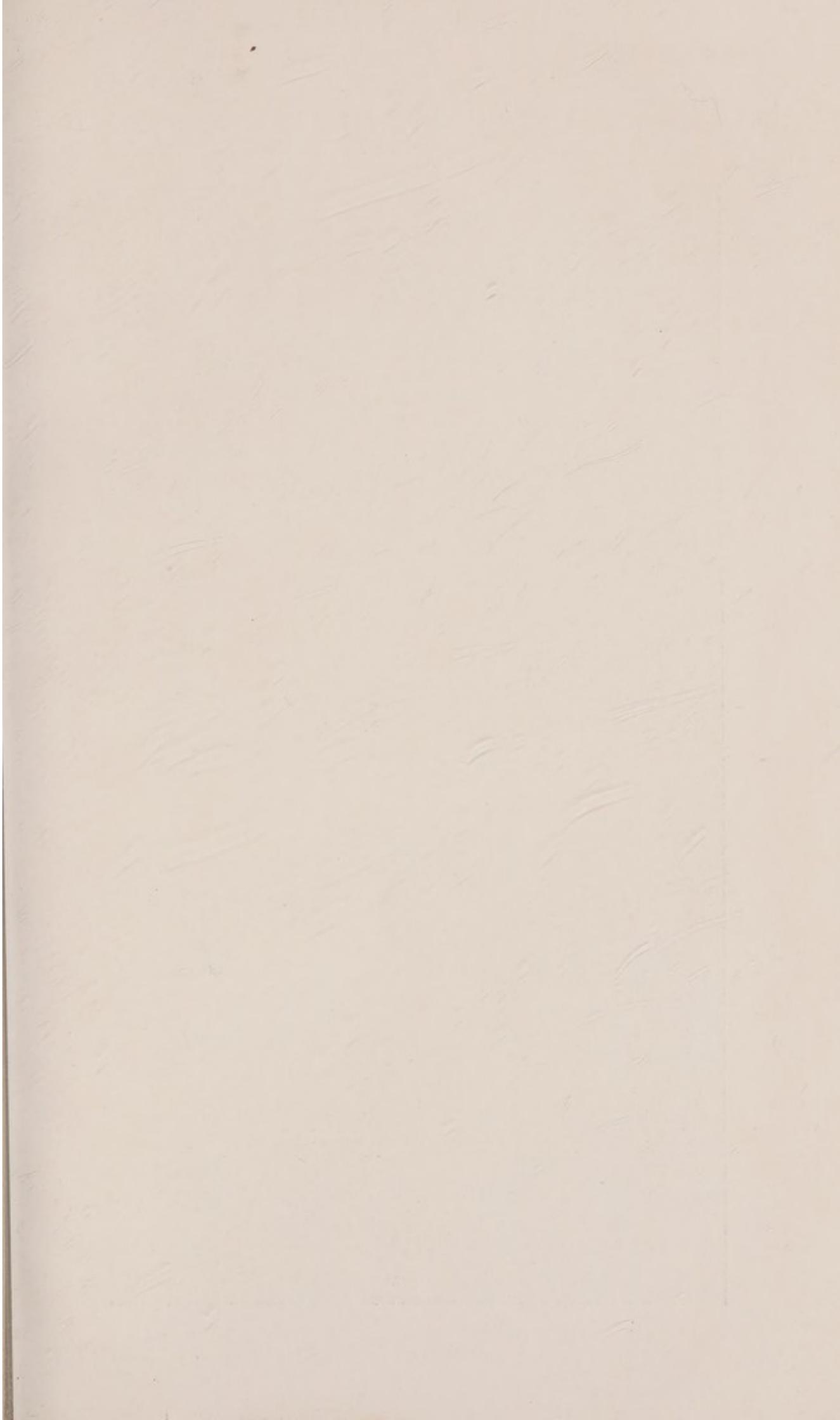
(c) **Advancement.**

38. Endeavour, as soon as possible, to obtain at least a second-class certificate of education and to qualify yourself for promotion, whether you extend your service with the colours or not, as if recalled to the colours as a reservist it will be to your advantage to be eligible for promotion. Endeavour also, whether remaining with the colours or not, to qualify as a class I tradesman.

39. A soldier of the R.A.M.C. who has obtained accelerated promotion and is a qualified dispenser will normally be given preference for extension of service to 12 years with the colours. It should be noted that a soldier so extended (*i.e.* to 12 years) may eventually re-engage to complete 21 years' service, unless he has 9 or more years' service for pension on a former engagement, subject only to physical fitness and the recommendation of his O.C.

40. Throughout your service make it a rule to qualify as early as possible for promotion to the next higher rank in order that you may be eligible for selection should mobilization be ordered and the corps be expanded to the larger numbers required for war.

41. If you serve for 21 years or longer and become entitled to a pension, the earlier you attain promotion, the higher will be your pension.



APPENDIX  
METHOD OF LAYING OUT THE PERSONAL EQUIP  
ARMY MEDICAL CORPS OR



NOTE.—Mobilization card and medals

## No. 9.

MENT AND KIT OF A SOLDIER OF THE ROYAL  
THE ARMY DENTAL CORPS.

## KEY.

- A. Belt, waist, W.E.
- B. Attachment brace.
- C. Strap, supporting.
- D. Respirator, anti-gas.
- E. Brace, with buckle.
- F. Water bottle and carrier.
- G. Haversack, W.E.
- H. Belt, waist, buff.
- 1. Cap, F.S. (or S.D. soft).
- 2. Jacket, S.D.
- 3. Trousers, S.D.
- 4. Towel (in use).
- 5. Kit bag.
- 6. Gloves.
- 7. Pack.
- 8. Holdall (contents from right to left—(i) button stick, (ii) knife, (iii) fork, (iv) spoon, (v) razor, (vi) comb, (vii) shaving brush, and (viii) tooth-brush).
- 9. Jacket, D.D.O.
- 10. Trousers, D.D.O.
- 11. Greatcoat.
- 12. Puttees.
- 13. Towel (clean).
- 14. Shirts.
- 15. Drawers, woollen.
- 16. „ „ cellular, short.
- 17. Jersey, pullover (or cardigan).
- 18. Boots, ankle.
- 19. Mess tin cover.
- 20. Mess tin.
- 21. Socks.
- 22. Cap-comforter.
- 23. Housewife.
- 24. Boot polish (on top of mug).
- 25. Shoes, canvas.
- 26. Hair brush.
- 27. Spare laces, leather (1 pair).
- 28. Brushes, blacking and polishing.
- 29. Prayer book.
- 30. Bible.
- 31. R.A.M.C. Training.
- 32. Standing Orders, R.A.M.C.
- 33. Brushes, brass and clothes.
- 34. Soap.

will be laid on devotional books.

## APPENDIX No. 10.

LIST OF ARTICLES OF PERSONAL EQUIPMENT  
REQUIRED BY EACH PATIENT IN HOSPITAL.**(a) Retained from regimental kit.**

- Books, devotional.
- Boots (or shoes).
- Braces.
- Brushes (blackening, clothes, hair, polishing, shaving and tooth).
- Cap with badge.
- Comb, hair.
- Greatcoat (if ordered).
- Helmet (at tropical stations only).
- Razor in case.
- Shoes, canvas (except in the case of invalids proceeding to Netley).

Respirator -

**(b) Issued from the linen store—**

- \*Basin, soup.
- Chevrons or crowns (if necessary).
- \*Dish, butter, E.I.
- \*Fork.
- Handkerchief.
- Jacket, serge.
- \*Knife, table.
- Label, tin, for denoting religious denomination.
- \*Mug, drinking.
- Neckerchief.
- \*Plate, dinner, earthenware.
- \*Spoon.
- Shirt, cotton or flannel.
- Slippers.
- Socks, worsted.
- Towel, hand.
- Trousers, serge.
- Waistcoats, serge.

\* When these articles are held on inventory in the ward or dining room, they will not be issued to each patient individually.

- (c) **The following are issued from the linen store when specially ordered.**

Basin, sore, earthen.  
 Cup, spitting, earthen.  
 Drawers, cotton or flannel.  
 Gown, serge.  
 Jacket, pyjama, sleeping.  
 Pot, chamber, earthen.  
 Towel, turkish.  
 Trousers, pyjama, sleeping.

### APPENDIX No. 11.

#### HELMET PATCHES—KHAKI UNIVERSAL HELMET.

With reference to Regulations for the Clothing of the Army, 1936, Appendix 8, under which regimental patches are permitted to be worn on foreign service helmets, the following instructions will be followed in the case of personnel serving abroad who may elect to wear such patches :—

#### (a) Royal Army Medical Corps.

- (i) The approved patch is of the following description—  
 Silk ribbon 3 inches by 2 inches in the Corps colours arranged vertically on a stiff background, the three separate colours being each  $\frac{2}{3}$  of an inch wide.  
 (Dull cherry to the front.)
- (ii) The patch will be worn on the pagri on the left side of the helmet.
- (iii) The provision and wearing of the patch is not compulsory, but if adopted by any unit it must be worn by all R.A.M.C. personnel belonging to the unit.
- (iv) Arrangements have been made for supplies of the patches to be placed on sale by the Navy, Army and Air Force Institutes at the price of 10*d.* per patch.

(v) A Corps sports flag, roped and toggled ready for hoisting, can also be supplied by the Navy, Army and Air Force Institutes at the following rates :—

Home, 10s. 6d. each.

China, Colombo, Gibraltar and Singapore,  
11s. 6d. each.

Bermuda, Egypt, Jamaica and Malta, 12s. 6d.  
each.

### (b) The Army Dental Corps.

The approved patch is of the following description :—

Silk ribbon 3 inches by 2 inches in the Corps colours arranged vertically on a stiff background, emerald green and dark blue stripes each  $\frac{7}{8}$  inches wide with a  $\frac{1}{4}$  inch dull cherry stripe between them. (Emerald green to the front.)

## APPENDIX No. 12.

### MONTHLY MEMORIAL PARADE.

With a view to keeping before succeeding generations of the Royal Army Medical Corps the names of those who gave their lives in the service of the sick and wounded during the Great War, and thus serving as an inspiration and example to members of the Corps in the future, a party of one non-commissioned officer and four privates of No. 18 Company, Royal Army Medical Corps, representing the Royal Army Medical Corps as a whole, will parade at the guard room, Millbank Barracks, London, S.W.1, at 11.30 a.m. on the first Monday of every month and march to Westminster Abbey for the purpose of turning over one page of the Golden Book, so that a fresh page may be exposed to view each month, thereby ensuring that the names of those who gave their lives shall in turn be seen.

The order of procedure will be as follows :—

1. At 11.30 a.m. on the first Monday of every month a party consisting of one non-commissioned officer and four privates will parade at the guard room of Millbank Barracks. They will parade in order of seniority, the senior man on the right. The junior private will wear the belt and pouch, carrying copies of the documents relating to the ceremony.

2. The party will march as a section of four to the Chapter House, Westminster.

3. On arrival at the Chapter House the non-commissioned officer will report to the custodian.

4. The party will file into the Chapter House, halting and turning to the left when two paces in front of the Golden Book.

5. The junior private will then take one pace forward, receive the key and remove the marker, which he will replace when the custodian has turned over one page in alphabetical sequence. The marker will not be removed for any purpose except at the monthly ceremony, and the page thus marked will remain exposed to view for one month.

6. The case will be re-locked and the key handed back to the custodian.

7. Head covering will not be removed whilst in the Chapter House.

8. If the non-commissioned officer for the ensuing month has not previously performed the duties, he will accompany the party for instructional purposes, taking no part in the ceremony.

9. At the conclusion of the ceremony the party will turn to the left and file out of the Chapter House. They will then proceed to the Abbey, where the Memorial Window and Tablet will be inspected.

10. The return to Millbank Barracks will be in the formation detailed in para. 2. The belt will be returned to the company office, and the party will be dismissed after their names have been entered in a book kept there for record purposes.

11. The personnel taking part will be changed every month.

12. The dress will be drill order.

### APPENDIX No. 13.

#### ROYAL ARMY MEDICAL CORPS HEADQUARTER MESS.

1. Approval has been given by the Army Council for the R.A.M.C. Officers' Mess, Millbank, S.W.1, to be the Headquarter Mess of the Corps in accordance with King's Regulations, 1935, paragraphs 1433, 1435 and 1437.

2. It has been decided that the initial contribution under King's Regulations, 1935, paragraphs 1433 and 1435, shall for the present be the sum of one guinea.

It has further been decided that an annual subscription under King's Regulations, 1935, paragraph 1437, shall be levied, and that this subscription for the present shall be one-half of one day's pay of rank and service at British rates.

3. The annual subscription will become payable on the 1st January in each year, commencing on the 1st January, 1925, and arrangements have been made with the Corps agents, Messrs. Glyn, Mills and Co., to make the necessary deduction from the pay due on the 31st January each year of all officers in their payment at the time. Officers not in the payment of the Corps agents will be required to send a remittance each year for the subscription to the Honorary Secretary of the Headquarter Mess General Fund, R.A.M.C. Officers' Mess, Millbank, S.W.1, from whom bankers' orders may be obtained.

4. Officers appointed to the permanent establishment of the Corps after 1st January, 1925, will become liable for the initial contribution and the first annual subscription on the date of their appointment. The initial contribution absolves an officer from any further entrance fee to any R.A.M.C. Mess recognized by the Committee of Management of the Headquarter Mess General Fund.

5. Officers already serving who are members of the R.A.M.C. Central Mess Fund are not liable for the initial contribution. Those who are not members will be liable for the initial contribution on 1st January, 1925, and will send a remittance for the amount to the Honorary Secretary as in paragraph 3. Should any such officer have paid joining contributions to recognized R.A.M.C. Messes, he will be allowed to deduct the amount so paid from the initial contribution. Should more than the total sum of five pounds have been paid in such joining contributions, no refund will be made.

6. These initial contributions and subscriptions will be credited to the R.A.M.C. Headquarter Mess General Fund, to which the assets of the R.A.M.C. Central Mess Fund have been transferred, and no further subscriptions will be payable to the latter fund.

Rules for the administration of the General Fund are being drawn up by the Committee of Management and will shortly be published.

7. The provisions of this memorandum do not apply to quartermasters.

8. All officers of the Corps are to be in possession of a copy of this memorandum. In the case of officers who join the Corps after the date of issue, the Commandant, Royal Army Medical College will be responsible that a copy be given to each officer on appointment to the permanent establishment of the Corps.

## APPENDIX No. 14.

## OFFICERS' MESSES, ROYAL ARMY MEDICAL CORPS.

The following decisions regarding Officers' Messes, Royal Army Medical Corps, are published for information :—

- (i) Officers' messes are to be regarded as purely "regimental," and no one other than an executive officer either removed from or of the Corps is eligible for full membership.  
The senior full member of the mess will be the president.
- (ii) The Commandant and staff, Royal Army Medical College, will be full members of the Headquarter Mess and the Commandant will be ex-officio president.
- (iii) Officers removed from the Corps (other than those referred to in (i) and (ii) above) and still on the active list will be eligible for honorary membership of messes only.
- (iv) In consequence of the foregoing decisions—
  - (a) All mess invitations will be issued in the name of the president and officers of the mess concerned.
  - (b) Invitations to "At Homes," etc., in a garrison or command, where the expense of entertainment is met from a fund subscribed to by all officers of the medical services, whether members of the mess or not, will be issued in the name of the D.D.M.S., A.D.M.S., or S.M.O., of the garrison or command, and officers, Royal Army Medical Corps.

The following information is for your information only and is not to be used for any other purpose.

MEMBER INFORMATION

The following information is for your information only and is not to be used for any other purpose.

(1) Other than the information provided in this document, no other information shall be used for any other purpose.

(2) The information provided in this document is for your information only and is not to be used for any other purpose.

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## APPENDIX No. 15

## RULES AND REGULATIONS FOR THE ADMINISTRATION OF THE LEISHMAN MEMORIAL FUND

1. The name of the Fund is the "Leishman Memorial Fund."

2. The object of the Fund is to perpetuate the memory of the late Director-General, Army Medical Services, Lieutenant-General Sir William Leishman, K.C.B., K.C.M.G., F.R.S., by instituting a Medal for officers, and Medals and Prizes for officers and other ranks as follows :—

(i) A Leishman Medal in silver with inscription, to the officer obtaining the highest aggregate marks at Examinations (in Medicine, Surgery, Hygiene and Pathology), held in accordance with King's Regulations for the promotion of Captains of the Royal Army Medical Corps to the rank of Major. The marks obtained in the special subject will not be included in the aggregate.

(ii) Annually, a Leishman Prize, consisting of a silver medal with inscription, and three-fifths of such sum as the income of the Leishman Memorial Fund may be sufficient to pay, to the individual officer of the Royal Army Medical Corps, or officer removed from the Corps but still on the active list, or of The Army Dental Corps, for the best piece of work in any branch of Medicine, Surgery or the Allied Sciences or in connection with the general duties of the Royal Army Medical Corps or of The Army Dental Corps, brought to the notice of the Committee during the year but not necessarily carried out or completed within that period.

Recommendations for the prize will be submitted through the usual official channels to the Honorary Secretary, Leishman Memorial Fund Committee, c/o The Commandant, Royal Army Medical College, Millbank, London, S.W.1, on or before the 31st March in each year.

The Committee will have the right to consider work which has come to their knowledge apart from any recommendations received through official channels.

The recommendations of the Committee will be submitted to the Director-General, Army Medical Services, for approval.

THE AND PROVISIONS FOR THE ADMINISTRATION OF THE LEISHMAN MEMORIAL FUND

The name of the Fund is the "Leishman Memorial Fund"

The object of the Fund is to perpetuate the memory of the late Major-General Sir James Leishman, K.C.B., K.C.M.G., F.R.S., by awarding a Medal for Merit and Honorary Fellowships to officers and other ranks as follows:-

A Leishman Medal in silver with inscription to the effect "Awarded for the highest surgical merit at the Leishman Memorial Hospital, London, 1914" shall be awarded to any officer or other rank who has distinguished himself in the promotion of the Royal Army Medical Corps to the rank of Major. The names of those who have obtained the Medal shall be included in the Appendix.

Any officer or other rank who has distinguished himself in the promotion of the Royal Army Medical Corps to the rank of Major shall be eligible for the Medal. The names of those who have obtained the Medal shall be included in the Appendix. The names of those who have obtained the Medal shall be included in the Appendix.

Proposals for the Medal shall be submitted through the appropriate channels to the Secretary, Leishman Memorial Fund, The Commandant, Royal Medical College, Millbank, London, S.W.1, on or before the 31st day of each year.

The Committee will have the right to consider work which has been done in any branch of the Army Medical Corps.

Recommendations of the Committee will be forwarded to the Secretary, Leishman Memorial Fund, for approval.

The name of the prize-winner will be announced on the 2nd June in the year following that for which the prize is awarded.

If in any year, in the opinion of the Committee, the work submitted is not of sufficient merit to justify an award, the prize will be withheld and the prize money will be added to the capital of the fund.

*Other Ranks.*

- (iii) Two Leishman Prizes annually, each consisting of a bronze medal with inscription, and war savings certificate or bonds to the value of one-fifth of such sum as the income of the Leishman Memorial Fund may be sufficient to pay, one prize to the Non-Commissioned Officer or Man, from among those who are awarded "Distinguished" in the whole examination, who is adjudged to have done the best written examination for Dispenser, Part B, and one prize to the Warrant Officer, Non-Commissioned Officer or Man, from among those who are awarded "Distinguished" in the whole examination, who is adjudged to have done the best written examination in any Class I qualification other than Dispenser.

The latter prize is not to be won more than once by the same individual.

If in any year, in the opinion of the Committee, the work submitted is not of sufficient merit to justify an award, either or both of the prizes will be withheld and the prize money added to the capital of the fund.

The Royal Army Medical Corps Training Officer will forward on 31st March, papers of sufficient merit to the Honorary Secretary, Leishman Memorial Fund, who will submit them to an adjudicating Committee consisting of:—

The Deputy Director-General, Army Medical Services.

The Matron-in-Chief.

The Professors of Medicine and of Surgery at the Royal Army Medical College.

The Royal Army Medical Corps Training Officer will be in attendance.

The recommendations of this adjudicating Committee will be submitted to the Director-General, Army Medical Services, for final approval.

The names of the prize-winners will be announced on the 2nd June in the year following that for which the prizes are awarded.

the name of the prize-winner will be announced on the 1st of the year following that for which the prize is awarded. In any year in the opinion of the Committee the work entered is not of sufficient merit to justify an award, the prize will be withheld and the prize money will be added to the capital of the fund.

All the following prizes annually, each consisting of a cheque payable to the recipient, and various other advantages or honours in the value of one-fifth of such sum as the income of the Leisner Memorial Fund may be sufficient to pay, one prize to the Non-Commissioned Officer or Staff from among those who are awarded "Distinguished" in the whole examination, two to be adjudged to have done the best written examination for Lieutenant, Part B, and one prize to the Warrent Officer, Non-Commissioned Officer or Staff, from among those who are awarded "Distinguished" in the whole examination, who is adjudged to have done the best written examination in any Class I qualification other than Lieutenant.

The latter prize is not to be won more than once by the same individual. In any year in the opinion of the Committee the work entered is not of sufficient merit to justify an award, either part of the prize will be withheld and the prize money added to the capital of the fund.

The Royal Army Medical Corps Training Officer will forward the list of names of candidates to the Honorary Secretary, Leisner Memorial Fund, who will submit them to an adjudicating Committee consisting of—

- The Director-General, Army Medical Services
- The Director-in-Chief
- The Professor of Medicine and of Surgery at the Royal Army Medical College
- The Royal Army Medical Corps Training Officer will be in attendance.

The recommendations of the adjudicating Committee will be submitted to the Director-General, Army Medical Services, for final approval.

The name of the prize-winner will be announced on the 1st of the year following that for which the prize is awarded.

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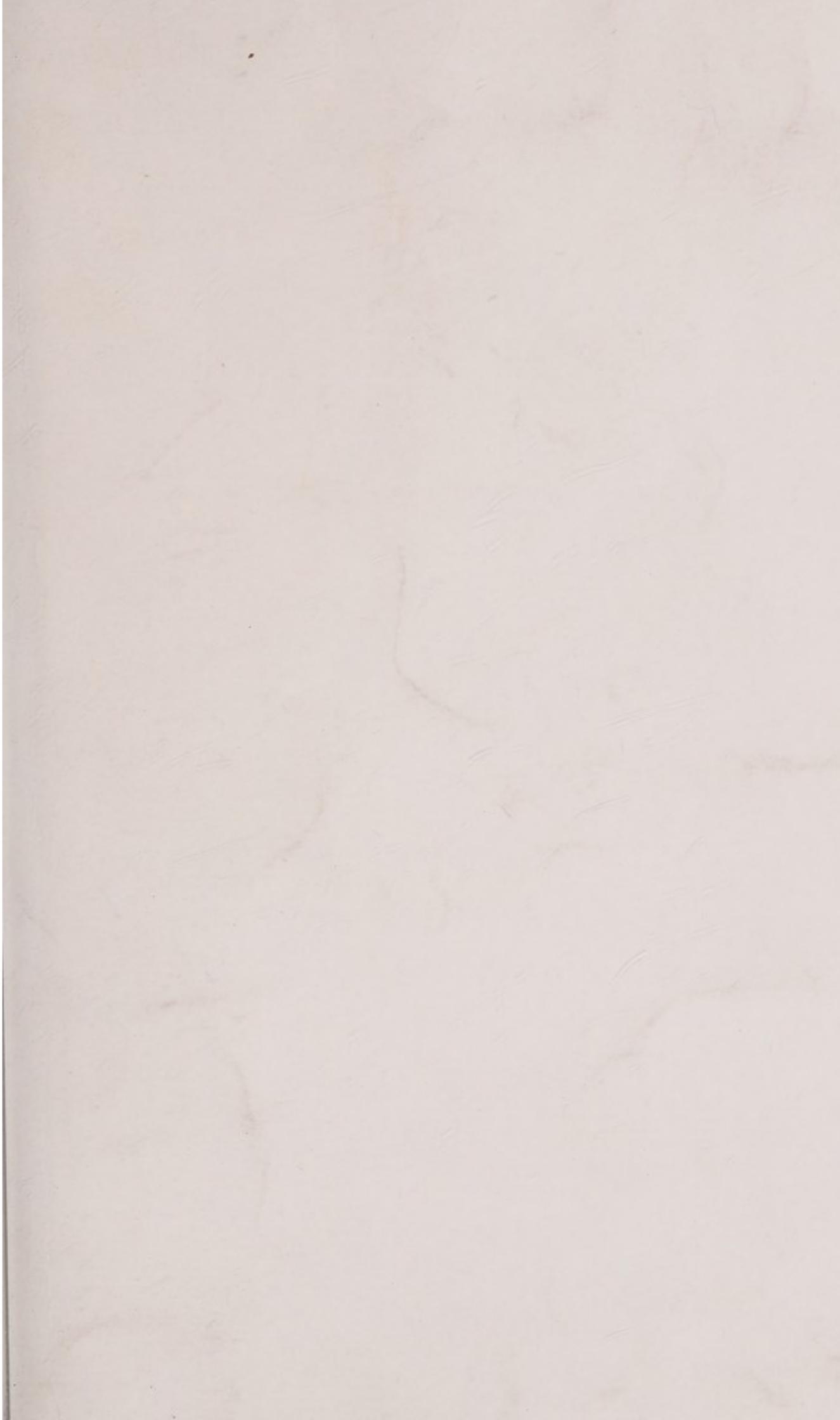
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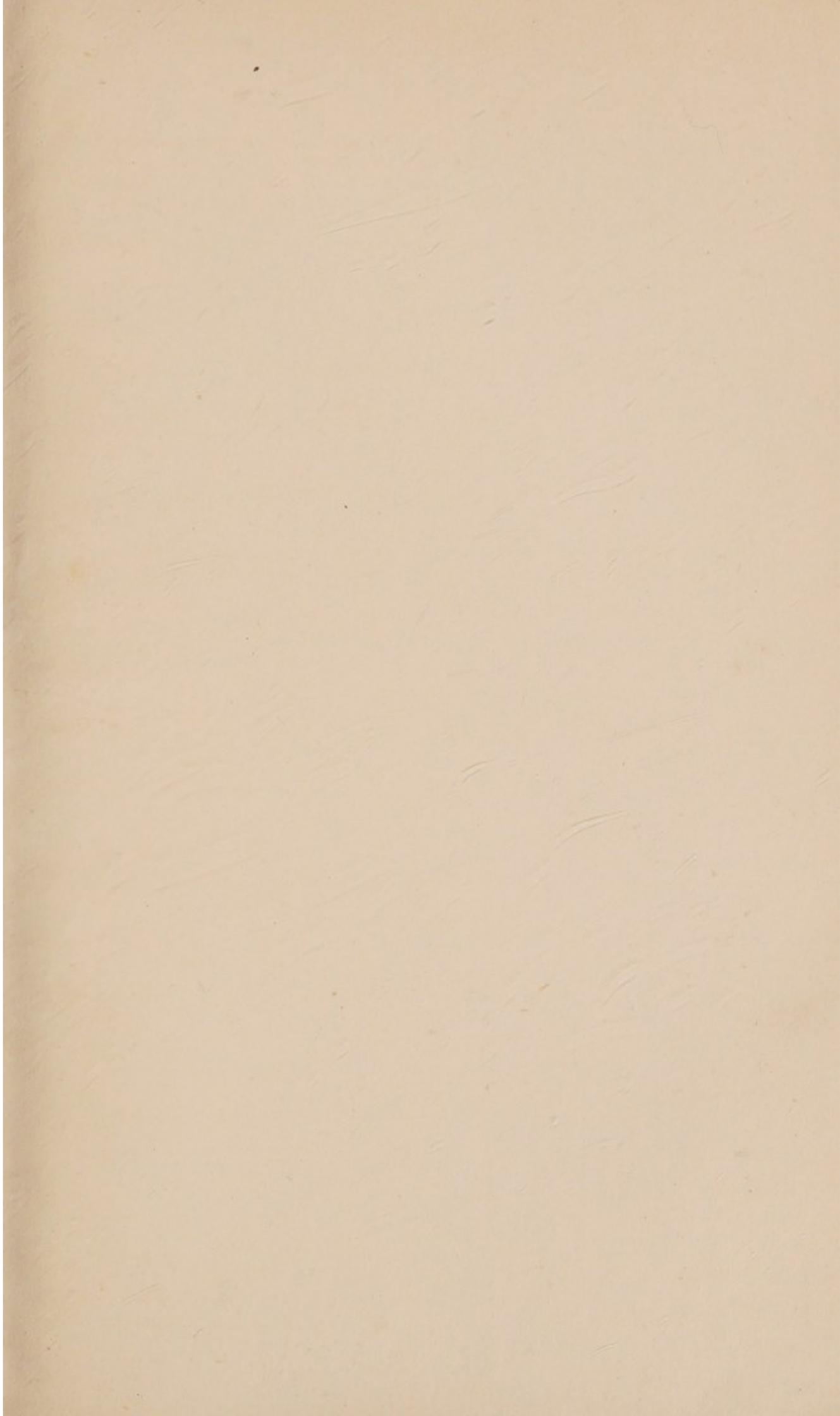


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to be employed on dental duties under A.D. Corps officer					1005
training arrangements ...	...	...	...	...	1052-1058
„ under war conditions ...	...	...	...	...	1062

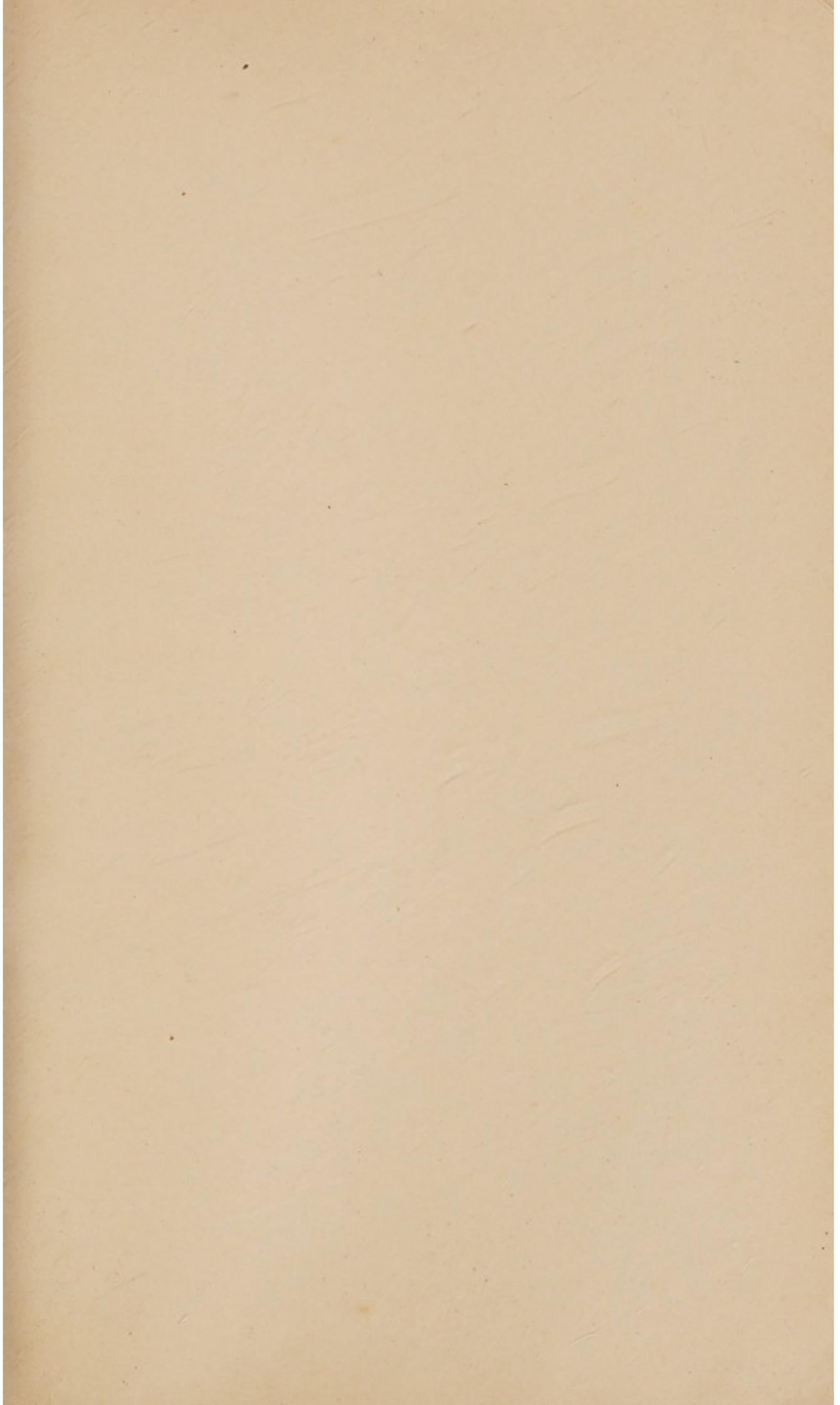


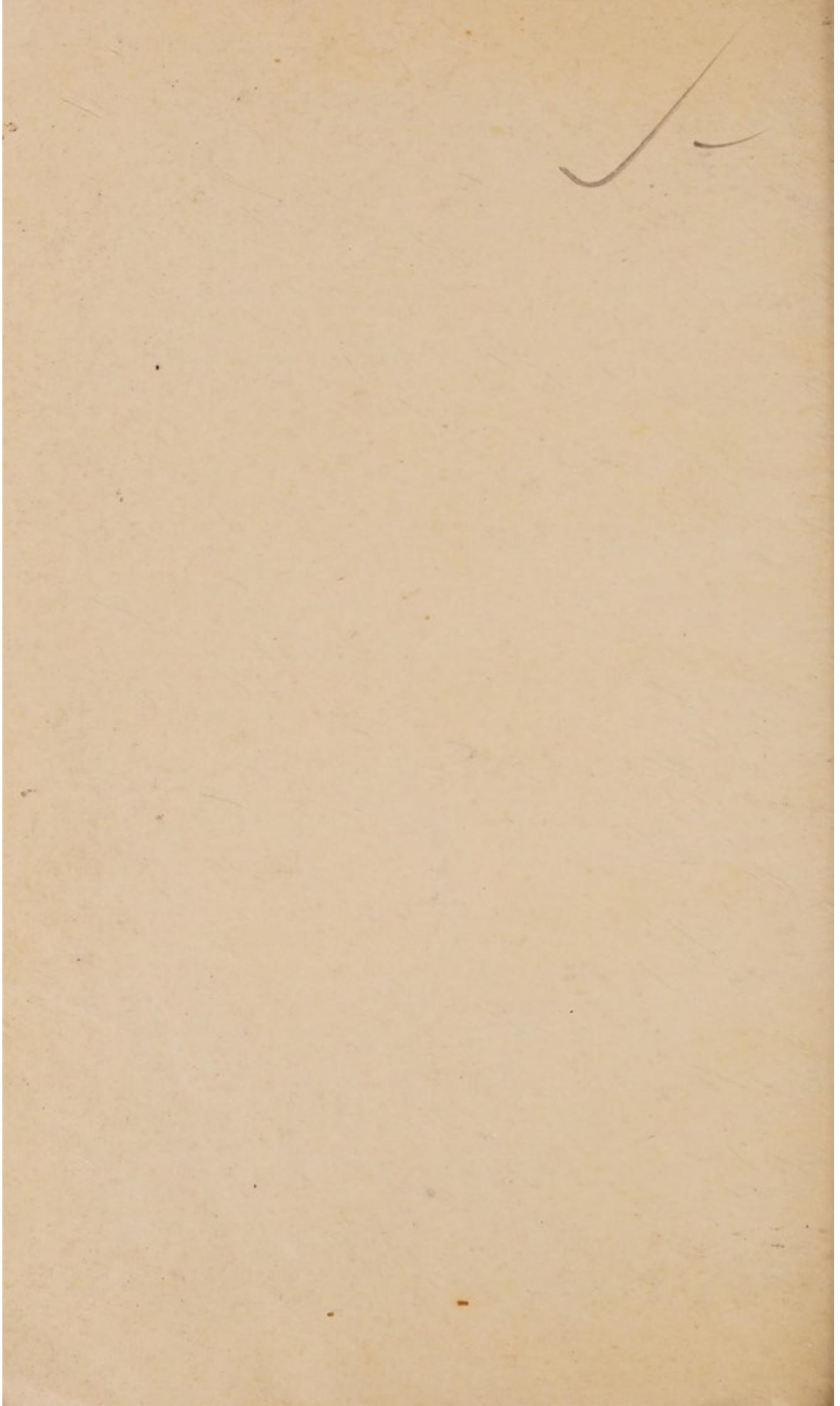


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F. S. Curtis

