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## REGULATIONS

*made by the Director of Medical Services under section 4 and approved by the Governor on the 10th July, 1907, and amended on the 26th May, 1908, 25th April, 1911, 6th November, 1912, 30th July, 1927, 29th August, 1927, and 20th February, 1945.*

## OFFICERS, NURSES, ETC.

1. The staff of the hospital shall be of the following classes or of such of them and in such numbers as the Governor may from time to time consider necessary for each hospital, that is to say—

1. Consulting surgeons and physicians.
2. Resident surgeon.
3. Assistant resident surgeon.
4. Assistant medical officers.
5. Steward.
6. Superintendent of nurses.
7. Assistant superintendent of nurses.
8. Dispensers.
9. Issuer.
10. Clerks.
11. Warden.
12. Matrons.
13. Nurses, wardmaids, attendants, porters, etc.

Regs. 10th  
July, 1907.  
26th May,  
1908.  
25th April,  
1911.  
6th Nov.  
1912.  
30th July,  
1927.  
29th Aug.,  
1927.  
11 of 1945.  
Officers.

## CONSULTING SURGEONS AND PHYSICIANS.

Consulting  
surgeon and  
physician.

2. The Director of Medical Services shall be the senior consulting surgeon and physician to all public hospitals.

Duties as to  
attendance.

3. The consulting surgeons or physicians shall be summoned by the resident surgeon or the medical officer acting for him whenever he considers that their opinion or assistance is necessary. No operation of a grave nature shall, except in case of emergency, be performed without previous consultation.

## RESIDENT SURGEON.

Residence.

4. The resident surgeon shall reside at the hospital except when otherwise permitted by the Governor.

Private  
practice,  
fees, etc.

5. He shall not be allowed private practice, fees, perquisites, or other advantages which are not sanctioned by the Governor.

General  
powers, etc.

6. He shall, subject to the direction of the Director of Medical Services have the immediate superintendence and management of the hospital and the control of all the officers and other persons employed therein.

Fixing of  
hours of duty  
of all officers,  
employees,  
etc.

7. He shall, subject to the approval of the Director of Medical Services, arrange the hours of duty of all the officers, nurses and employees of the institution.

Obedience to  
instructions.

8. He shall in respect of any of his duties obey such instructions as he may from time to time receive from the Director of Medical Services.

Responsi-  
bility for  
care of  
patients.

9. He shall be responsible to the Director of Medical Services for the medical care and proper treatment of the patients ; and also for the care of the buildings, grounds, furniture, drugs, stores of all kinds and of all public property under his charge.

Absence from  
duty during  
official hours.

10. He shall not absent himself from the hospital during the usual official hours, except under special circumstances, or after official hours for a longer period than eight hours without the permission of the Director of Medical Services.

Circum-  
stances under  
which special  
permission  
for absence  
is to be  
obtained.

11. He shall not absent himself simultaneously with the assistant resident surgeon without special permission from the Director of Medical Services.

12. He shall in every case of absence have his whereabouts entered in the Gate Book so that he may be found in cases of emergency. Recording whereabouts in Gate Book.
13. He shall see all serious and dangerous accident cases as soon after admission as possible. Accident cases.
14. He shall visit as frequently as possible the wards and other parts of the hospital during the day and night so as to satisfy himself that everything is in order and also for the purpose of supervising the treatment and discharge of patients and seeing serious cases in consultation with the medical officers. Visits to wards, etc.
15. He shall not refuse to grant a patient his or her discharge from the hospital if it be claimed, except there is any doubt as to the mental condition ; and he will cause a note of the circumstance to be made on the medical history card of the patient. Discharge of patients.
16. He shall see that no surgical operation is performed, except under the imperative conditions, without the consent of the patient ; or, in the case of a minor or person not sound in mind, of his or her relatives or friends. The state of health of the patient, as also the consent, shall be recorded on the medical history card before the operation. Surgical operations.
17. He shall see that the medical officers perform their duties efficiently and with due regard to economy. Supervision of medical officers.
18. He shall see that these regulations and the Financial Regulations, so far as they relate to the hospital under his control, are strictly carried out. Financial regulations.
19. He shall see that an inventory is hung up in each ward and division of the hospital. Inventories.
20. He shall see that no expenditure is incurred without the sanction of the Director of Medical Services. Sanction for expenditure.
21. He shall forward the monthly requisition of expenditure not later than the twentieth day of the month previous to that for which the authority for expenditure is asked, and in doing so shall draw the attention of the Director of Medical Services to any vote of which the one-twelfth part is likely to be exceeded and state fully the reasons. Monthly requisitions.
22. He shall cause such registers of patients, medical history cards, account books, and other books, to be kept, and such returns to be made as may be required from time to time. Keeping of registers, etc.



Board of  
Survey.

**23.** He shall when necessary hold a weekly Board of Survey to consist of himself, the steward and the superintendent of nurses or matron or chief dispenser for the purpose of examining and reporting on all articles of equipment becoming unserviceable which it is necessary to replace without delay. A summary of articles so condemned is to be forwarded in duplicate to the Director of Medical Services monthly. The particulars of the unserviceable articles are to be entered in a book, and the articles stored in the store room set apart for the purpose and brought up at the half-yearly Governmental Board of Survey held in the first week of January and July for final condemnation and disposal in accordance with section 9 of the Audit Department Ordinance.

Cap. 69.

Record of  
fines, etc.

**24.** He shall see that—

(1) A record of fines inflicted on the nurses and other employees is kept.

(2) A return of all fines is forwarded to the Director of Medical Services monthly, before the amounts are paid in to the credit of the fine fund.

(3) The defaulter sheet of every employee is properly written up.

#### ASSISTANT RESIDENT SURGEON AND ASSISTANT MEDICAL OFFICERS.

Duties.

**25.** The assistant resident surgeon and assistant medical officers shall perform such duties as may from time to time be assigned them.

Residence,  
private  
practice, fees,  
obedience to  
instructions,  
etc.

**26.** They shall act under the direction and obey the instructions of the resident surgeon and shall be subject to the same conditions as to residence, private practice, fees, etc., as the resident surgeon.

Absence from  
hospital.

**27.** (1) They are not to absent themselves from the hospital between the hours of 7.30 a.m. and 4 p.m. except with the sanction of the resident surgeon and after 4 p.m. for a longer period than six hours without the permission of the resident surgeon.

Notification  
of where-  
abouts in  
case of  
absence.

(2) In every case of absence they are to enter their whereabouts in the Gate Book before leaving the hospital in case they are required.

Hour of com-  
mencement  
of duty.

**28.** They shall commence their ordinary duties not later than 8 a.m., or at such hour as the resident surgeon may direct.

29. They shall at each visit record in the Ward Journal the time of entering and leaving the ward. Recording visits in Ward Journal.
30. They shall be held responsible for the cleanliness of the wards and the proper treatment of the patients under their charge. Responsibility for wards and patients under their charge.
31. They shall bring to the notice of the resident surgeon any matter affecting the proper care and treatment of the patients or the good order, sanitary condition and discipline of the hospital, all cases of neglect of duty, inattention to orders, or misconduct on the part of the nurses or servants, and all complaints or cases of misconduct on the part of patients. Reporting and recording of special matters, misconduct, etc.
32. They shall not discharge any patient for misconduct without the approval of the resident surgeon. Discharge of patients.
33. They are not to perform surgical operations, except those of a minor character or in cases of extreme urgency, without the permission of the resident surgeon and in his presence or that of the assistant resident surgeon. Performance of surgical operations.
34. They are not permitted to administer anæsthetics, except in urgent cases, without the permission of the resident surgeon. On each occasion the officer administering the anæsthetic must enter in a book kept for that purpose the date, name of the patient, nature of operation, quantity of chloroform used during the operation, and the time the operation commenced and ceased. Administration of anæsthetics, etc.
35. They shall in the case of any applicant for admission who is found to be suffering from any contagious, infectious, or loathsome disease report the case to the resident surgeon, who will decide whether the case can properly be admitted. Procedure in regard to patients suffering from contagious disease, etc.
36. They may refuse for good reasons to admit or treat any person applying for admission; but the reason for so doing, together with the date, name, sex and alleged disease, shall be entered in the Rejection Book and initialed. Power to refuse admission.
37. They shall attend any emergency summons without hesitation whether on or off duty. Emergency calls.
38. They shall, when directed by the Director of Medical Services, give lectures to the nurses, probationers, midwifery Lectures to nurses, etc.

and other students on elementary anatomy, physiology, midwifery, materia medica, therapeutics, minor surgery and dressing and other subjects.

Special residential duty.

39. They shall alternately perform special residential duty from 8 a.m. to 8 a.m. or at such other hours as the Director of Medical Services may direct, and shall not exchange their duty without the special permission of the resident surgeon.

Duties of medical officers on duty.

40. The officer on duty shall not leave the hospital and shall attend to special calls from the wards in the absence of the medical officer of the ward and to all emergencies by day or by night. He shall without delay report to the resident surgeon the admission of every severe case of illness or accident.

Duties of assistant resident surgeon.

41. The assistant resident surgeon shall in addition to the above be subject to the following :—

(1) He shall in the absence of the resident surgeon assume his responsibilities and functions.

(2) He shall not absent himself from the hospital simultaneously with the resident surgeon without the sanction of the Director of Medical Services.

(3) He shall be medical registrar of the hospital and shall be responsible that the register is daily written up, and also that the statistical and other official medical records and tables are correctly and safely kept.

#### THE STEWARD.

Status.

42. The steward shall in the performance of his duties be under the control and direction of the resident surgeon.

Absence from duty.

43. He shall not absent himself from his duties without the permission of the resident surgeon.

General duties. Regs. 26th May, 1908.

44. He shall have the immediate charge of all provisions and other stores (except made up clothing and bedding) and shall be responsible for their custody and care.

Ordering of supplies.

45. He shall prepare all orders for supplies for the hospital on the official counterfoil Order Book and enter opposite each article the contract number and in the case of non-contracted articles the letters N. C.

Examination of stores on receipt.

46. He shall, immediately on the receipt of all stores, examine them himself or direct the issuer to do so. In case of any difference between the order and the goods received or any defect in

quality he shall note the same in red ink on the counterfoil of the Order Book and report without delay to the resident surgeon.

47. He shall see that no stores, diets or extras are issued except on the written order of a medical officer, and in the case of medicines on a requisition signed by the chief dispenser.

Issue of stores.  
Regs.  
26th May, 1908.

48. He shall daily examine and check all requisitions for diets, extras and stimulants; examine and check the store books; compare the receipts and issues of all stores for the previous day with the orders or requisitions; and immediately report any irregularity to the resident surgeon.

Examination and checking of requisitions.

49. He shall keep correctly written up the financial and other books in connection with the stores.

Keeping of financial books, etc.

50. He shall see that all inventories are carefully checked once every half-year, that is in January and July.

Checking of inventories.

51. He shall take possession of all money and property brought in by any patient and enter the same in the proper book.

Custody of patients' property.

52. He shall prepare all claims for hospital dues; check all accounts sent in against the hospital; and certify the correctness of the prices and rates charged before any such claim is sent on for payment.

Claims for hospital dues.

53. He shall when accounts are passed for payment note on the counterfoil of the order book the date and the amount for which each account is passed.

Passing of accounts.

54. He shall prepare the Monthly Requisition of Expenditure on the prescribed form and submit it to the resident surgeon and shall take care that the one-twelfth part of each vote is not exceeded without special authority.

Preparation of monthly requisition of expenditure.

55. He shall keep a Vote Book in which he shall enter all accounts passed against each vote on the annual estimates. At the top of each column he shall note the amount of the vote for the year and in red ink the one-twelfth part of the vote.

Keeping Vote Book.

56. (1) He shall before any material for making clothing, etc., is issued have it carefully weighed and the weight entered in the proper book. When the made articles are returned, he shall weigh them together with the scraps, enter and compare the

Check on clothing materials.  
Regs. 26th May, 1908.

weights and report at once any irregularity to the resident surgeon.

Visits to wards and checking of medical officers' orders with requisitions.

(2) He shall visit the different wards of the hospital from time to time and check the diets, extras and stimulants ordered by the medical officers with the requisitions and on each occasion report the result of his inspection to the resident surgeon.

Control of clerical staff.

(3) He shall be responsible for the clerical staff and see that they perform their duties properly.

Visits to kitchen and checking uncooked food with issues from the store.

(4) He shall visit the kitchen daily and shall from time to time compare the quantities of uncooked food with the quantities issued from the store.

#### ISSUER.

Responsibility for custody of stores.

57. He shall be responsible for the safe custody of every article in the store and shall not deliver anything without a written order from the resident surgeon or a medical officer. He shall file such order as a supporting voucher to his issue account.

Examination of articles received.

58. He shall carefully examine, weigh or measure, under the direction of the steward, every article sent in by the contractors or others and report immediately to the steward any defect in quantity or quality.

Daily summary of diets, etc.

59. He shall receive from the charge nurses a daily summary of the diets, extras and stimulants required.

Duties as to summaries of diets, etc.

60. He shall fill up, in duplicate, under the supervision of the steward—

(a) The general summary of diets and extras.

(b) A daily list of all wines and spirits ordered.

One copy shall be handed to the steward and the other copy placed on the table of the resident surgeon for his information.

Duties as to store.

61. He shall see that the store is kept clean and tidy and that no person is allowed to enter it except on business.

#### THE CLERICAL STAFF.

Duties.  
Regs. 26th  
May, 1908.

62. They shall be under the direct supervision and control of the steward and shall perform such duties as may be assigned them.

## THE SUPERINTENDENT OF NURSES.

63. The superintendent of nurses shall reside in the quarters at the hospital allotted to her by the Director of Medical Services. Residence.

64. She shall when on duty wear the prescribed uniform. Uniform.

65. She shall, subject to the direction of the resident surgeon, have the immediate control of the matrons, nurses, wardmaids, seamstresses and laundresses; and shall report all cases of neglect of duty on their part and recommend the fine or punishment to the resident surgeon. Control of employees, etc.

66. She shall have the general control of all the wards. Control of wards.

67. She shall be responsible that the wards, patients, nurses' clothing, utensils, etc., are kept clean and tidy. Responsibility for wards, patients, etc.

68. She shall see that the nurses and probationers are properly instructed in their duties and shall deliver such lectures on nursing as may be necessary or required by any regulation. Lectures to nurses and probationers.

## THE DIVISIONAL NURSES.

69. (1) The divisional nurses shall come on duty at 7 a.m. daily. Duties.

(2) Their time-table shall be as follows:—

*Time-Table.*—On duty from 7 a.m. to 10 a.m. Breakfast  
10 a.m. to 12.

On duty from 12. to 3.30 and 4 p.m. on alternate days.

On duty from 5 p.m. and hand over to the night matron on alternate days.

*Sunday Duty.*—Every Sunday from 7 to 10 a.m.

Every alternate Sunday off duty from 10 a.m. and one Sunday in the month free.

(3) On coming on duty they shall make an inspection of their wards and patients, and see that everything is prepared for the medical officers by 8 a.m.

(4) They shall go round in such rotation as may be required with each medical officer in their respective divisions, and take any special instruction in regard to treatment, etc.

(5) When operations are to be performed they shall see that patients are properly prepared, and that everything is in order in the theatre.

(6) They shall be directly responsible for the condition of the theatre and the patients, and shall see that the theatre nurses are properly prepared for their various duties, also that the technical details and duties are properly carried out at each operation.

(7) They shall assist in the training and practical teaching of probationers and nurses in the wards, including such details as testing of urine, etc., as may be directed from time to time by the superintendent of nurses.

(8) They shall be responsible for the proper performance of the duties of the nurses and probationers, and shall see that the medical officers' orders are faithfully carried out, also that the nurses nurse the sick, and that all rules and regulations, written and unwritten, are carried out.

(9) They shall see particularly to such details as correct taking of pulse, accurate testing of urine, correct and complete chart records, etc., for the information of the ward doctor.

(10) They shall pay a nightly visit to their wards, not earlier than 8 p.m., and at such visit write their daily reports for the information of the resident surgeon and the superintendent of nurses.

(11) They shall assist at all night operations as set forth above under (5) and (6).

(12) They shall make and keep themselves familiar with all the rules and regulations of the hospital.

(13) They shall not absent themselves from the hospital during the usual official hours except under special circumstances with the permission of the resident surgeon and the superintendent of nurses, and after official hours for a longer period than six hours without the special permission of the resident surgeon. One divisional nurse shall always be in residence. In every case of absence they shall have their whereabouts entered in the Gate Book, so that they can be found in cases of emergency.

(14) They shall arrange daily hours for nurses' recreation, and write passes for leave, and apply to the superintendent of nurses for all extra leave required by the nurses.

(15) They shall keep a daily report of the ward work, condition of the patients, etc., for the information of the resident surgeon and superintendent of nurses.

(16) They shall requisition for all dressings and extra articles required for their wards, and obtain the signature of the ward doctor before submitting them for the approval of the resident surgeon and superintendent of nurses.

70. They shall wear the prescribed uniform when on duty, and shall reside in the quarters allotted to them by the Director of Medical Services. Uniform.
71. In the performance of their duties they shall be under the direct control of, and be responsible to the resident surgeon, but shall obey, subject to such control, all instructions from the superintendent of nurses. Obedience to instructions, etc.
72. They shall rank next to the superintendent of nurses according to seniority. Rank.
73. The divisional nurse in charge of the female wards shall assist in the training of midwives, and be present at deliveries in Ward 5 whenever possible. She shall especially see that rules for asepsis are strictly observed. Training of midwives.
74. They shall perform such other duties as are not incompatible with their position and duties defined above, as the Director of Medical Services may direct. General duties.

#### THE MATRON.

75. The matron shall when required by the Director of Medical Services reside in the quarters provided for her. Residence.
76. She shall not absent herself from the hospital without the consent of the resident surgeon or superintendent of nurses. Absence from hospital.
77. She shall when on duty wear the prescribed uniform. Uniform.
78. She shall, subject to the superintendent of nurses, be responsible for :— Duties.
- (a) the clothing and equipment of each ward, except surgical instruments ;
  - (b) laundry, seamstresses and kitchen ;
  - (c) the repairing and condemning of clothing, bed linen, etc. ;
  - (d) the proper cooking and serving of the patients' food.
79. (1) She shall take the inventory of each ward, outpatient department, sewing room, probationers' home, and any other similar inventory as may be directed by the superintendent of nurses, once in every month, and submit it to the resident surgeon on or before the 25th day of the month. General duties.



(2) She shall assist generally in the supervision of the wards and shall report to the respective divisional nurses for the information of the superintendent of nurses.

(3) She shall take charge of the probationers in their home and in the recreation room, make daily visits to the home, and see that it is kept clean and in good order, and inspect the kitchen and satisfy herself as to the cooking and serving of the meals. She shall see that the probationers keep their proper hours, and that lights are out at 9.30 p.m., report in writing all irregularities in the home and on the part of the probationers to the superintendent of nurses promptly.

(4) She shall forward all applications for leave from laundresses and seamstresses to the superintendent of nurses at 8 a.m. daily.

(5) She shall be present at the changes of duty.

(6) She shall write a full and detailed report of the day's work for the information of the resident surgeon and superintendent of nurses, and submit it every morning at 8 a.m.

(7) She shall be responsible for and shall see that the servants, etc., in her special care properly perform their duties and faithfully obey the rules and regulations of the hospital.

Off-duty  
time.

**80.** She shall have leave and off-duty time as may be arranged by the superintendent of nurses from time to time and approved of by the resident surgeon.

Knowledge  
of rules.

**81.** She shall make herself familiar with these rules, etc.

#### THE ASSISTANT MATRON.

Residence.

**82.** The assistant matron shall when required by the Director of Medical Services reside in the quarters provided for her.

Absence from  
hospital.

**83.** She shall not absent herself from the hospital without the consent of the resident surgeon or the superintendent of nurses.

Uniform.

**84.** She shall when on duty wear the prescribed uniform.

Duties.

**85.** (1) She shall be directly responsible for the discipline of the wardmaids, and shall make such visits of inspection to the wards as the superintendent of nurses may direct. She shall supervise the wardmaids in their work; she is distinctly responsible for the cleanliness of the wards, the floors, windows, sculleries and latrines and all the E.W. vessels, etc.

(2) She shall assist in supervising wards as required by the superintendent of nurses and report all irregularities to the divisional nurses promptly.

(3) She shall supervise the head wardmaid, and see that her duties in the matter of the female patients' private clothing are properly and regularly performed.

86. She shall be present at the changes of duty.

Attendance at changes of duty.

87. She shall—

Off-duty time, etc.

(a) be allowed such leave and off-duty time as may be arranged;

(b) make a full and detailed daily report as set forth for the matron;

(c) arrange Sunday leave for the wardmaids and submit them to the superintendent of nurses, and forward all applications for special leave at 8 a.m. daily to the superintendent of nurses;

(d) keep a list of candidates for wardmaids and see that they are medically examined, and that their forms of applications and other papers are in proper order for the superintendent of nurses.

88. She shall be responsible for and shall see that the servants, etc., in her special care properly perform their duties, and faithfully obey the rules and regulations of the hospital.

Responsibility as to servants properly performing their duties, etc.

89. She shall make herself familiar with these rules, etc.

Knowledge of rules.

NIGHT MATRON.

90. The night matron shall when required by the Director of Medical Services reside in the quarters provided for her.

Residence.

91. She shall not absent herself from the hospital without leave from the resident surgeon or the superintendent of nurses.

Absence from hospital.

92. She shall make the rounds of all the wards at least three times during the night (as nearly as possible at 12 midnight, 3 a.m., and 5 a.m.), and shall at each visit carefully inquire whether patients have had the medicines and nourishment ordered.

Visits to wards, etc.

Assisting in wards in case of emergency.

93. She shall assist if required in the wards in any case of emergency.

Reporting of deaths.

94. She shall see that the nurse in charge of each ward reports to her all deaths occurring during the night.

Attendance on medical officer specially summoned to ward.

95. She shall endeavour to be present whenever a medical officer is specially called during the night, and it shall be the duty of the nurse in charge of the ward to inform her whenever a medical officer has been summoned.

Inspection of wards and lavatories.

96. She shall make a round of inspection of the wards and lavatories immediately before leaving duty in the morning, and shall be responsible for and report on the condition in which each nurse in charge leaves her ward.

Keeping of Night Visit Book.

97. (1) She shall keep a report of each night visit (in a book provided for that purpose) to be submitted to the resident surgeon or the superintendent of nurses, as required, in which she shall report all important occurrences and irregularities that may have happened.

Hour of handing over to assistant matron.

(2) At 6 a.m. she shall hand over to the assistant matron.

#### HEAD WARDMAID.

General duties. Regs. 26th May, 1908.

98. (1) She shall have charge of and be responsible for the clothing of all female patients admitted to hospital and carefully keep all books and records in connection therewith.

Duty as regards clothes store and clothing.

(2) She shall be responsible for the cleanliness of clothes store, and for the care of clothing under her charge, and shall see that such clothing is neatly and carefully kept in trays provided for the purpose.

Responsibility for loss of property.

(3) She shall be responsible for the loss of all property declared to be received by her.

Extra duties.

(4) She shall carry out all extra duties which may be assigned to her by the matron.

#### NURSES.

##### *A.—Charge Nurses.*

Obedience to directions.

99. The charge nurses shall obey all directions in respect of their duties which they may from time to time receive from the resident surgeon, the medical officers, the superintendent of nurses and matrons.

100. They shall be responsible for the proper distribution of the diets, extras, stimulants and medicines sent to their respective wards.

Distribution of diets, medicines, etc.

101. They shall prepare daily the nurses' summary of diets and extras ordered by the medical officer on the medical history cards and the stimulants list, showing the name of each patient placed on stimulants and the respective quantities required. The summary of diets made on Saturday is intended for Sunday and Monday. When a public holiday intervenes the summary will also stand for that day and the day after. This arrangement will not include change of diets for special cases and for patients admitted after the regular summaries have been completed. These cases must be provided for specially on such occasions.

Summary of diets and stimulants list.

102. They shall prepare every afternoon a list of patients who are to take medicines, stimulants and extra nourishment during the night which they shall deliver every evening at 6 p.m. to the night nurses. They shall furnish them with all information relative to those patients who may require the most strict attention during the night.

Administration of medicines, etc., during the night.

103. They shall be held responsible for the loss of any article in their charge.

Loss of articles.

104. They shall prepare a daily return, for the information of the hall porter, of patients who have been admitted, discharged and who have died, together with the number of vacant and available beds in their respective wards.

Daily return of patients admitted, etc.

105. They shall daily send to the hall porter the medical history cards of those patients who have been discharged and who have died.

Medical history cards of patients discharged, etc.

106. They shall on the admission, discharge, or death of any patient in the wards furnish the steward with a return of the diets prescribed or on hand.

Return of diets on admission of patients, etc.

107. They shall when patients are admitted see that they are bathed as may be ordered by the medical officer.

Bathing of patients.

108. (1) They shall on the admission of every patient see that their clothing is properly inventoried, packed in a bag and labelled with the name of the patient and ward. In the case of

Responsibility as to patients' clothing.

male patients the clothing is to be handed over to the hall porter, and in the case of female patients to the assistant matron.

(2) They shall be held responsible for the loss of any patient's clothing until it has been so handed over.

Cleanliness  
and order  
in wards.

109. They shall see that the wards are kept clean, the floors regularly wiped and polished, and that silence and order are preserved.

Reporting  
improprieties  
in wards.

110. They shall report to the medical officers or matron any improprieties that may take place in their respective wards.

Reporting  
changes in  
patients.

111. They shall report at once to the medical officer and matron any changes for the worse in the patients.

Reporting  
wish of  
patient  
to see  
minister.

112. They shall report without delay to the resident surgeon the names of patients who may express a desire to see a minister of religion.

Supervision  
of  
undernurses,  
etc.

113. They shall see that the assistant nurses, probationers and ward maids are attentive to their duties and kind to the patients in their respective wards, and that the regulations are obeyed.

#### B.—Assistant Nurses.

Obedience to  
instructions,  
etc.

114. The assistant nurses shall be subordinate to the charge nurses and shall obey their instructions.

Reporting  
changes in  
or death of  
patients.

115. They shall report at once to the charge nurses any changes which they may notice in the patients or the death of any patient.

#### C.—Probationers.

Appoint-  
ment of  
nurses on  
probation.  
Regs. 30th  
July, 1927.

116. (1) The Director of Medical Services may appoint respectable and intelligent men and women between the ages of 18 and 30 as nurses on probation.

Regs. 30th  
July, 1927.

(2) No person shall be eligible for such appointment who does not pass a preliminary examination in English, Reading, Writing from Dictation, English Grammar and Composition, Arithmetic and such other subjects of general knowledge as may be required by the Director of Medical Services, such subjects to be published in the Gazette from time to time:

Provided that such examination shall not be compulsory where the candidate holds the Primary School Leaving Certificate or a

Certificate of Secondary Education considered equivalent to or of a higher standard than the Primary School Leaving Certificate.

(3) A fee of fifty cents shall be payable by each candidate prior to sitting at any preliminary examination held under this regulation. Regs. 30th July, 1927.

117. They shall be subject to the direct control of the superintendent of nurses and matron, and shall perform their duties in the wards under the supervision of the charge nurses. Duties.

118. They shall when required by the Director of Medical Services reside in the hospital, and during such residence they shall be under such rules as may be specially drawn up for that purpose and approved by the Governor. They shall produce such evidence as to education and character as the Director of Medical Services may require. Residence, education and character.

119. The Director of Medical Services may at any time discontinue with the services of any probationer. Discontinuance of services.

#### THE CHIEF DISPENSER.

120. The chief dispenser shall be a registered chemist and druggist, or a sicknurse and dispenser. Qualification. Regs. 11 of 1945.

121. He shall see daily that all medicines prescribed for both in- and out-patients have been dispensed. Hours of duty, etc.

122. He shall have charge of and be responsible for all medicines, etc., in the dispensary, and when such are required he shall submit a requisition for them to the resident surgeon. Charge of medicines. Regs. 26th May, 1908.

123. He shall keep all registers and such books in connection with the dispensary as may from time to time be directed by the Director of Medical Services. Keeping of registers, etc.

124. He shall be responsible for the proper compounding, preparing and dispensing of all prescriptions and for seeing that the medicines ordered for the indoor patients are promptly prepared and delivered to the nurses for distribution. Compounding of medicines, etc.

125. He shall see that all poisons are specially labelled "Poison," and that those intended for external use are put in the special poison bottles before being sent out of the dispensary. Labelling of Poisons.

Particulars  
on bottle  
labels, etc.

**126.** He shall be careful to see that the name of the patients, the ward, and directions for the administration of all medicines dispensed are legibly and distinctly written on a label on each article or bottle.

Charge of  
poisonous  
drugs.

**127.** He shall keep all poisonous drugs locked up in a separate cupboard and shall have the key under his immediate charge at all times.

Responsi-  
bility in  
respect of  
assistant  
dispensers,  
etc.

**128.** He shall be responsible for the proper behaviour of the assistant dispensers and students and shall report any disobedience, insubordination or misconduct on the part of any of them to the resident surgeon.

#### ASSISTANT DISPENSERS.

Duties, etc.

**129.** The assistant dispensers shall be subordinate to the chief dispenser and shall assist him in the performance of his duties.

Qualifica-  
tion.  
Regs. 26th  
May, 1908.

**130.** They shall be either registered chemists and druggists, or sick nurses and dispensers.

#### DISPENSARY STUDENTS.

Appointment.

**131.** Dispensary students may be appointed by the Director of Medical Services.

Duties,  
obedience to  
orders, etc.

**132.** They shall obey the orders of the chief dispenser and shall perform such duties as may be allotted to them.

Delivery of  
medicines,  
etc.

**133.** They shall not under any circumstances dispense or deliver medicines to any person whatever, without the express order of the chief dispenser.

Applications  
for leave.

**134.** All applications for leave of absence must be made through the chief dispenser to the resident surgeon.

Medical  
certificate of  
sickness.

**135.** All absences from sickness beyond a period of seven days must be vouched for by a medical certificate.

Suspension or  
dismissal for  
misconduct,  
etc.

**136.** The Director of Medical Services may suspend or dismiss any student for misconduct, repeated breaches of the regulations, or persistent inattention to duty.

#### WARDEN.

Duties.

**137.** The Warden shall have the general supervision of all the out-door employees, including cooks, artisans, carpenters, bed-makers, gatemen, grooms, gardeners and other out-door servants employed in the hospital.

**138.** He shall see that they are attentive to their duties, and that they do not leave the premises on any pretext before the hour of 6 p.m., unless sent out on business or when granted leave by the resident surgeon or the officer acting for him.

Supervision  
of servants,  
etc.

**139.** He shall see that the yards, sheds, tanks, latrines, drains, kitchen, stables, etc., are kept clean; that the outside walls are limewashed as often as necessary, that the grounds are kept in good order, and that all places likely to emit unpleasant odours are regularly examined, disinfected and cleansed.

Charge of  
yards,  
buildings,  
etc.

**140.** He shall see that the culinary department is properly conducted; that cleanliness is observed by the cooks; that no more fuel is used in the kitchen than is actually required; that there is a good supply of hot water for use during the night; that the patients are not permitted to enter the kitchen; and that servants or nurses are not allowed to loiter therein.

Supervision  
of ~~culinary~~  
department.

**141.** He shall, on the death of a patient, make all necessary arrangements for the funeral or the removal of the body by the friends.

Arrange-  
ments on  
death of  
patient.

#### HALL PORTER.

**142.** The hall porter shall, after the usual admission hour, report all persons applying at the hospital to the medical officer on duty. On the admission of a patient he shall enter his or her name, age, residence, and any other particulars on an admission memo, and see that the medical history card is properly filled up, and that the patient is sent to the ward assigned to him or her.

Duties.

**143.** He shall daily prepare, in duplicate, for the resident surgeon and Director of Medical Services, a return showing the number of patients who have been admitted, discharged, or who have died, and the number of vacant beds in the different wards.

Return of  
patients  
admitted,  
etc.

**144.** He shall daily collect from the charge nurses the medical history cards of all patients who have been discharged or who have died, and shall hand them to the clerk to be recorded and put away.

Medical  
history  
cards.

**145.** He shall take charge of all moneys and other property, including immigrants' tickets, brought in by patients and enter the name of the patient and the description of the property in the patients' property book, which entry is to be initialled by the

Charge of  
property of  
patients.



medical officer admitting the patient. He shall then hand over the same to the steward for safe keeping, and will at the time acknowledge the receipt by countersigning the entries in the book. He shall also each morning receive from the night gate-man all money or other property belonging to patients admitted during the night, and shall hand over the same to the custody of the steward. He shall see that in every case a note is made in red ink on the patients' medical history cards.

Charge of  
clothes  
room.

146. He shall have charge of the clothes room for storing the clothes of the male patients, and shall carefully check each bundle when received, and shall be held responsible for their safe custody.

Visitors to  
patients.

147. He shall not permit any person to visit the patients except during the appointed hours without the sanction of a medical officer.

Restriction  
on visitors.

148. He shall, unless otherwise directed by a medical officer, permit only one visitor to a patient at a time.

#### DAY GATEMAN.

Preventing  
persons  
leaving the  
hospital  
without pass.

149. The day gateman shall not allow any patient, nurse or other employee to go out of the hospital without a pass from the resident surgeon or superintendent of nurses.

Persons  
applying at  
gate.

150. He shall refer to the hall porter all persons, whether sick or not, applying at the gate.

Parcels, etc.

151. He shall not allow any parcels or packages to be brought into or carried out of the hospital without the knowledge of the hall porter.

Keeping of  
books.

152. He shall, under the supervision of the warden, keep such books as may be necessary.

Attendance  
book.

153. He shall enter daily in the attendance book the name, hour of arrival and departure of every officer, sub-officer and other employee together with the date and time they leave and return to the hospital during duty hours.

Record of  
persons  
having  
business at  
the hospital.

154. He shall likewise enter the name, nature of business and time of arrival and departure of persons having business at the hospital.

155. He shall examine the baskets, packages, or parcels brought into or taken out of the hospital, except those addressed to the resident staff, in order to ascertain that they do not contain books or forbidden articles of any kind, and to prevent the fraudulent or improper removal of hospital property. In this duty he shall be assisted by the warden and hall porter.

Examination  
of parcels.

#### NIGHT GATEMAN AND ASSISTANT.

156. The night gateman shall refer all persons applying at the hospital during the night to the medical officer on duty, and he is on no account to turn any one away on his own responsibility.

Persons  
applying  
at gate.

157. He shall report at once to the medical officer on duty any irregularity that may occur during the night.

Reporting  
irregularities.

158. He shall take charge of, with the knowledge of the medical officer on duty, all money, immigrants' tickets or other property brought into the hospital by patients admitted during the night, and he shall hand the same to the hall porter in the morning.

Charge of  
property  
brought in  
at night.

159. He shall take care that no forbidden articles are brought into the hospital, and also take every precaution to prevent the illegal or fraudulent removal of hospital property.

Removal of  
hospital  
property, etc.

160. He shall superintend the removal of the night soil.

Removal of  
night soil.

161. He shall, whenever required to leave his post during the night, place the assistant night gateman in charge.

Performance  
of duty in  
absence.

162. The assistant shall assist the night gatemens and perform such duties as may be required of him.

Duties of  
assistant.

#### COOKS.

163. The chief cook shall be responsible—

Duties.

(a) For all cooking utensils, stores, provisions, etc., issued to him ;

(b) That the food is properly cooked and ready at the appointed hours, and

(c) That the under cooks perform their duties in a proper manner.

## PATIENTS.

Admission,  
etc.

**169.** The admission of patients shall be restricted to cases requiring surgical assistance and to cases of acute or chronic disease requiring constant attention and nursing or special hospital treatment. Chronic cases shall, if possible, be discharged as soon as relieved of their urgent symptoms.

Handing over  
of property,  
money, etc.

**165.** (1) All patients shall at the time of admission if possessed of any money, watch, immigrant ticket, or other valuable property hand the same over to the medical officer admitting, who shall see that they are in the day handed over to the hall porter and at night to the night gateman.

(2) If any money or property as aforesaid is found concealed on or about the bed or person of a patient, the nurse in charge of the ward shall report the fact to the medical officer of the ward, who shall see that it is handed over to the hall porter.

Procedure *re*  
property that  
cannot be  
removed.

**166.** If a bangle or ring cannot be removed from the arm or finger of a patient, the circumstance should be noted in the property book, and in case of death these should be removed by filing and handed by the hall porter or assistant matron to the steward.

Prohibition of  
patients  
entering  
kitchen, etc.

**167.** Patients are not permitted to enter the kitchen, dispensary, store rooms, officers' quarters, or any other ward than that which is assigned to him or her, or to touch the flowers or ornamental shrubs and plants in the grounds.

Assisting in  
wards, etc.

**168.** Any patient who, in the opinion of the medical officer of the ward, is able shall, when required, assist the nurses and servants in the work of the wards, and also in making and repairing the hospital linen and clothing.

Patients  
claiming  
discharge.

**169.** Patients claiming their discharge before they are considered fit to leave hospital will take it at their own risk.

Making of  
complaints  
by patients.

**170.** Patients who are dissatisfied with the treatment or the behaviour of the nurses or servants, or the quality of the food are expected to represent their grievance to the medical officers of their respective wards.

Discharge of  
patients  
guilty of  
misconduct,  
etc.

**171.** Patients guilty of disorderly conduct, refusing to submit to medical treatment, or disobedience of orders will be liable to be summarily discharged by the resident surgeon.

## OFFICIAL VISITORS.

172. The official visitors shall be the judges of the Supreme Court, members of the Executive Council and Legislative Council, magistrates, justices of the peace, and such other persons as the Governor may appoint.

List of  
official  
visitors.

173. They may visit the hospital at such times and as often as they like. At such visits they shall be afforded every information by every officer and other employee of the institution, and may make such entry in the Visitors' Book as they may think proper. A copy of any such entry is to be sent at once by the resident surgeon to the Director of Medical Services to be forwarded by him for the information of the Governor.

Visits and  
entries in  
Visitors'  
Book.

## MINISTERS OF RELIGION.

174. Ministers of religion and persons accredited by them shall be permitted to visit patients at times approved by the resident surgeon, except when he considers such visits would be injurious to any particular patient. They are requested to record, or have recorded, their visits to the hospital in the attendance book at the gate.

Visits to  
patients,  
etc.

175. No loud addresses or prayers shall be permitted in the wards, but prayers may be quietly offered at the bedside of the patient.

Addresses  
or  
prayers.

## VISITORS TO PATIENTS.

176. Friends of patients will be admitted on Sundays between 12 noon and 1 p.m., and on Wednesdays between 4 p.m. and 5 p.m. or at any other convenient hour.

Days and  
hours of  
admission.

177. Not more than one visitor shall be admitted at the same time to see the same patient without special permission from the medical officer of the ward.

Number of  
visitors.

178. Visitors wishing to see a patient on business will be admitted at the discretion of the medical officer of the ward according to the condition of the patient.

Visitors to  
patients on  
business.

179. Visitors will under urgent circumstances be admitted to see their relatives daily, and at any time either by day or night, on application to the medical officer of the ward.

Special  
privileges of  
admission.

180. Visitors are not permitted to take into the wards any spirituous liquors, tobacco or other articles without the sanction of the medical officer of the ward.

Bringing  
in articles.

Consequences  
of  
misconduct.

181. Any visitor who misconducts himself or violates any of the regulations of the hospital will be liable to immediate expulsion, and thereafter be refused re-admission as visitor.

#### GENERAL RULES.

Receiving  
of fees,  
gratuities,  
etc.

182. No nurse or employee of any grade shall receive any fee, gratuity or reward directly or indirectly from any contractor, tradesman or other person dealing with the hospital or from any patient under pain of instant dismissal.

Testimonials  
for special  
services.

183. Any person desiring to present any nurse or other employee with a testimonial for special or peculiar services rendered may be permitted to do so after the discharge of such patient, on obtaining the sanction of the Director of Medical Services.

Bringing in  
of pipes,  
tobacco, etc.,  
prohibited.

184. No nurse or other employee shall be permitted to bring into the hospital matches, pipes, tobacco, spirits, wines, or articles of diet for the use of any patient without the sanction of the resident surgeon.

Smoking,  
etc., in  
wards.

185. Smoking in the wards is strictly forbidden, except in special cases authorised by the medical officer of the ward and with the knowledge of the resident surgeon.

Employees  
prohibited  
from  
performing  
private  
work.

186. No nurse or other employee shall be employed by any person connected with the hospital to perform any work of a private nature, such as gardening, etc.

Relief on  
Sundays.

187. The nurses and other employees shall relieve each other at 10 a.m. on alternate Sundays, if circumstances permit.

Observance  
of public  
holidays.

188. The following public holidays shall be observed as on Sundays whenever such observance does not interfere with the proper working and good order of the hospital, that is to say—

New Year's Day,  
Good Friday,  
Easter Monday,  
Whit Monday,  
Empire Day,  
The Queen's Birthday,  
The First Monday in August,  
Christmas Day, and  
The day after Christmas Day.

189. All employees shall report at once their inability to attend duty, and shall state at the same time the nature of the said inability. When sick they may at the discretion of the resident surgeon be required to come into the hospital for treatment.

Reporting inability to attend work.

190. Any nurse or other employee may for misconduct or disobedience of the regulations or instructions be punished by fine, suspension or dismissal in the discretion of the resident surgeon, with the approval of the Director of Medical Services. The fine for any such offence shall not exceed the sum of two dollars.

Punishment of employees for misconduct.

191. Every nurse and other employee shall subscribe to the following undertaking on assuming office :—

Employees' undertaking. Regs. 29th Aug. 1927.

“ Public Hospital,

19.....

“ In consideration of my having been appointed to be  
“ ..... in the public hospitals' service, and  
“ having had explained to me the regulations specially laid down  
“ for my guidance, I hereby promise and agree to obey the said  
“ regulations ; to avoid gossiping about the affairs of the hospital  
“ or of its inmates ; to promote as far as I am able its objects ;  
“ to be careful of its property ; and to endeavour generally, by  
“ my own conduct and demeanour, to sustain the respectability  
“ of its staff. I consider myself bound to perform any duty  
“ assigned to me, although not of a nature which I usually  
“ perform, should circumstances in the opinion of the resident  
“ surgeon require my doing so, and I agree to be liable for  
“ service at such public hospital within the Colony as the  
“ Director of Medical Services may direct. If anything im-  
“ proper is done in my presence, or to my knowledge, in the  
“ hospital, I consider myself bound, and pledge myself, to  
“ report it to the resident surgeon at once. I acknowledge that  
“ I am liable to relinquish my situation, on receiving two  
“ weeks' previous notice for that purpose without any reason  
“ being assigned, or to be immediately suspended or dismissed  
“ by the Director of Medical Services for any breach of the  
“ regulations, when proved against me, and to forfeit all pay  
“ then due to me ; and that I have no claim to any pension or  
“ gratuity at the termination of my service. I also agree to  
“ give two weeks' notice should I wish to give up my situation.

“ Dated this.....day of.....19.....

“ Witness.....”

**HOSPITAL FEES REGULATIONS.**

## ARRANGEMENT OF REGULATIONS.

## REGULATION.

1. Short title.
2. Interpretation.

## PAUPER PATIENTS.

3. Pauper certificates. Persons authorised to sign.

## POVERTY PATIENTS.

4. Poverty certificates. Persons authorised to sign.
5. Fresh certificates to be produced after one month without treatment.
6. Persons treated deemed to have contracted to pay for treatment under certain circumstances.
7. Recovery of cost of treatment in certain cases.
8. Precaution to be taken when issuing certificates.
9. Hours of attendance.
10. Accident cases to be attended without previous inquiry.
11. Cases that may be refused treatment.

## PAYING PATIENTS.

12. (1) General conditions governing treatment of paying patients.  
(2) Special conditions for Government officers.  
(3) Where conditions are not complied with.  
(4) Procedure in case of paying patients suffering from injuries or dangerously ill.
13. Rates payable.
14. Collection and payment of fees.
15. Monthly accounts to be rendered. Procedure for recovery of the moneys due.
16. Procedure where guarantee or sum deposited is exhausted.
17. Paying patients subject to Hospital regulations.

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 SCHEDULE I.

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 SCHEDULE II.

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 SCHEDULE III.

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 SCHEDULE IV.

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 SCHEDULE V.

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 SCHEDULE VI.

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 SCHEDULE VII.

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 FORMS.
 

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**FEES.****REGULATIONS**

*made by the Legislative Council under section 4 (2) on the 15th June, 1932, and amended on the 19th February, 1953.*

Regs. 15th  
June, 1932.  
17 of 1953.

1. These regulations may be cited as the Hospital Fees Regulations.

Short title.

2. In these regulations the term—

Interpre-  
tation.

“paying patients” includes all persons who pay not less than 30 cents per day for their maintenance and treatment in any Public Hospital ;

Regs. 17 of  
1953.

“poverty patients” includes all persons who pay 24 cents for attendance as out-patients or 12 cents per day towards their maintenance and treatment as in-patients at any Public Hospital ;

“pauper patients” includes all persons who do not pay anything towards their maintenance and treatment either as in- or out-patients at any Public Hospital ;

“Public Hospital” includes the Hospitals at Georgetown, New Amsterdam, Suddie, Bartica, Mabaruma, Kamakusa, Potaro and such other hospitals as may be declared by the Governor as such ;

“Resident Surgeon” shall include the officer in charge of any Public Hospital.

**PAUPER PATIENTS.**

3. Persons producing a certificate of pauperism in accordance with Form A, signed by any of the following persons, shall be prescribed for and the medicines supplied gratuitously or may be admitted as in-patients without payment of fees if their condition warrants it:—

Pauper  
certificates.  
Persons  
authorised  
to sign.  
Form A.

(a) Any officer or employee of the Poor Law Commissioners authorised by the Chairman;

(b) Registered Medical Practitioners;

(c) Ministers of Religion, but restricted to members of their congregation residing outside the boundaries of Georgetown and New Amsterdam;

(d) Presidents of the Local Boards of Guardians;

(e) the Commissioner of Local Government in Georgetown, and the district commissioners in New Amsterdam and Suddie;

(f) persons specially authorised by the Governor.



## POVERTY PATIENTS.

Poverty  
certificates.  
Persons  
authorised  
to sign.  
Form B.

4. Persons in reduced circumstances, but not actually paupers, who shall produce a certificate of poverty in accordance with Form B, signed by any of the persons hereinafter named, shall be treated as out-patients on the pre-payment of 24 cents for each attendance, and as in-patients at the rate of 12 cents per day:—

- (a) Judges of the Supreme Court;
- (b) Members of the Executive Council or Legislative Council;
- (c) Registered Medical Practitioners;
- (d) managers of estates or farms exceeding 100 acres;
- (e) the Mayors of Georgetown and New Amsterdam;
- (f) justices of the peace;
- (g) Poor Law Commissioners and the Secretary of the Poor Law Commissioners; or any officer or employee of the Poor Law Department (authorised by the Chairman);
- (h) Ministers of Religion;
- (i) Presidents of the Local Boards of Guardians;
- (j) district commissioners; and
- (k) Chairmen of Village Councils.

Fresh  
certificates  
to be  
produced  
after one  
month  
without  
treatment.

5. Every in-patient who has been discharged, and every out-patient who has failed to attend at the Hospital for one month, shall, before he or she is again treated either as an in- or out-patient, produce a fresh certificate.

Persons  
treated  
deemed  
to have  
contracted  
to pay for  
treatment  
under certain  
circum-  
stances.

6. Every applicant for treatment under a certificate as afore-said shall be deemed to contract for payment for the treatment and medicines afforded if he or she is subsequently found to have been able to pay for them.

Recovery  
of cost of  
treatment  
in certain  
cases.

7. If any person who has been treated as a pauper patient at any Public Hospital, be found to have been able to pay for his or her maintenance and treatment and any person who has been treated as a poverty patient be found to be able to pay at a higher rate than charged for as a poverty patient, payment at the rate in accordance with such person's means may be recovered in the same manner as sums owing by paying patients are recovered; or if he or she has been treated as an out-patient,

the cost of treatment may be recovered by the Resident Surgeon or any officer of the hospital authorised by the Director of Medical Services.

8. Persons issuing certificates are required to exercise every care and precaution with reference to the fitness of the applicant for treatment. The Governor may at any time cancel the right of any person to give a certificate if it is shown to his satisfaction that such person has abused the privilege.

Precaution to be taken when issuing certificates.

9. The hours of attendance shall be daily except Sunday as follows :—From 9 a.m. to 11 a.m. and from 1 p.m. to 3 p.m. or such other hours as may be appointed by the Director of Medical Services.

Hours of attendance.

10. Serious and accident cases will be attended to at any hour of the day or night, Sundays included, by the Medical Officer on duty, without the production of a certificate.

Accident cases to be attended without previous inquiry.

11. The Medical Officer of any Public Hospital may refuse to treat either as in- or out-patients any person who is considered unsuitable or not deserving of medical relief.

Cases that may be refused treatment.

PAYING PATIENTS.

12. (1) Every applicant who desires to be admitted for treatment to a Public Hospital as a paying patient must, at the discretion of the Resident Surgeon, either

General conditions governing treatment of paying patients. Form C.

(a) Deposit such a sum as the Resident Surgeon may consider necessary, and, if an operation is necessary, such further sum as may be required by the Resident Surgeon; or

(b) Produce a guarantee signed by some person known and acceptable to the Resident Surgeon.

(2) Every public officer on the fixed establishment and every Government employee who is on the regular monthly salaried staff of any Department who desires to be admitted for treatment to a Public Hospital as a paying patient or to guarantee payment of the Hospital expenses of any member of his family must either conform to the general regulations for paying patients above or alternatively sign a special guarantee form issued for the purpose of authorising deductions in monthly instalments from his salary : provided always that where such officer or employee enters into an agreement as in Form D, the deductions in monthly instalments shall not be permitted to

Special conditions for Government officers. Form D.

extend beyond a maximum period of six months, except in special circumstances, when the Director of Medical Services may permit an extension of instalments up to 12 months.

Where conditions are not complied with.

(3) In the event of any applicant for admission as a paying patient not complying with above regulations the Resident Surgeon may at his discretion either refuse admission or admit the person as a pauper patient in the general wards of the Hospital.

Procedure in case of paying patients suffering from injuries or dangerously ill.

(4) In the event of any person suffering from accidental injuries or being dangerously ill applying for admission as a paying patient without being provided with a guarantee, the Resident Surgeon may decline to treat him as a paying patient, unless a deposit be made sufficient to cover the ordinary charges for maintenance, until such time as a guarantee can be obtained or a deposit made as hereinbefore provided, or such applicant or someone on his behalf to the satisfaction of the Resident Surgeon promises to produce a satisfactory guarantee or make a deposit within two days after his admission.

Rates payable. Schedules I to VII.

13. (1) The rates to be charged for the treatment and maintenance of paying patients in Public Hospitals shall be as set out in schedules I to VII hereto, and these schedules may be varied from time to time by the Governor in Council.

(2) Notwithstanding anything in the schedules appended hereto the Governor in Council may, in exceptional cases, allow a patient to be treated in any ward of any hospital at rates to be fixed by him.

Collection and payment of fees.

14. At the end of each week the Resident Surgeon of every Public Hospital shall pay to the Financial Secretary, either directly or through the Director of Medical Services, all sums received by him during such week under these regulations, and shall transmit monthly to the Director of Medical Services a list of all sums paid under any of the preceding regulations, and of all sums due for the treatment of paying patients.

Monthly accounts to be rendered. Procedure for recovery of the moneys due.

15. Notice shall be given at the end of each month by the Resident Surgeon to every person owing money for the treatment of a paying patient that payment must be made within fourteen days of the date of such notice, and after the expiration of that time, the Resident Surgeon or any officer of the Hospital authorised by the Director of Medical Services may proceed to recover all sums so owing. At the end of every three months a list in triplicate of all sums remaining unpaid, for the recovery of which no steps can be taken by the Resident

Surgeon or officer as aforesaid, shall be sent to the Director of Medical Services, with the guarantees given in respect thereof, in order that steps may be taken by him for the recovery of such sums.

16. If the sum deposited by any person is exhausted or the time for which any guarantee is given has expired, such person shall, unless a further deposit is made or a further guarantee given, be deemed a pauper patient and shall be either transferred to the general wards of the Hospital or discharged.

Procedure where guarantee or sum deposited is exhausted.

17. All paying patients in a Public Hospital shall be subject to the regulations for the control of ordinary patients in the Hospital but shall not be required to assist the nurses and servants in the work of their wards.

Paying patients subject to Hospital regulations.

#### SCHEDULE I.

(As substituted by regulations 17 of 1953.)

Rates to be charged daily for general paying patients treated in Public Hospitals according to the accommodation provided :— Reg. 13.

Two dollars and forty cents to six dollars.

One dollar and eighty cents.

Sixty cents.

Thirty cents.

2. The amounts charged for maintenance and treatment in the various wards of Public Hospitals are fixed subject to the approval of the Director of Medical Services.

#### SPECIAL NURSES.

3. Where a special nurse is requested by a patient, or relative or friend on behalf of a patient who is under treatment in any paying ward an extra charge will be made at the rate of ninety cents a day for each day-nurse and ninety cents a night for each night-nurse.

#### DIET EXTRAS.

4. Extras not on the authorised diet scale will be provided at the patient's expense.

#### CHILDREN.

5. Children under the age of twelve years will be charged for at half of the above rates.

#### OPERATIONS AND ACCOUCHEMENTS.

6. Extra charges for operations and accouchements shall be made in accordance with the patient's means. The amount charged shall be subject to the approval of the Director of Medical Services.

## METHOD OF CALCULATING PERIOD IN HOSPITALS.

Discharged patients attending for dressings, etc.

7. Days of admission and discharge shall be counted as one day only.

## PAYING OUT-PATIENTS.

8. Patients attending at the paying wards at Public Hospitals for dressings or other surgical or medical treatment subsequent to discharge as in-patients, shall be required to pay for each daily attendance at the rate of sixty cents if discharged from the \$1.80 or \$2.40 per diem ward, and at the rate of \$1.20 if discharged from the \$6.00 per diem ward.

## CONSULTING OUT-PATIENTS.

9. Any person desiring to consult a member of the staff of any hospital other than the medical officer in charge of the Out-Patients' Department shall be required to produce a recommendation either from a private Medical Practitioner or from a Medical Officer in charge of a district or Government Dispensary. Such consultation shall be charged for at the rate of \$1.20 to \$6.00 according to the means of the patient, unless the latter produces in addition to the recommendation a certificate of poverty or pauperism on the approved form.

## NON-PAYING OUT-PATIENTS.

10. (1) The following shall be treated free in the Out-Patients' Department:—

- (a) Pauper patients.
- (b) Children of persons of the labouring classes under the age 15 years.
- (c) Pregnant women of the labouring classes.
- (d) Nursing mothers of the labouring classes.
- (e) Persons of the labouring classes over the age of 65 years.
- (f) Patients being treated for venereal disease.

(2) For the purpose of this paragraph the expression "persons of the labouring classes" means persons whose income does not exceed an average of nine dollars a week, and the wives and children who may be residing with them.

## SCHEDULE II.

(As substituted by regulations 17 of 1953.)

## EX-SERVICE MEN'S DISABILITY FEES.

## A. Imperial Units.

The following are the rates to be charged for the treatment and maintenance of Officers, Non-Commissioned Officers and men admitted to the Hospital Paying Wards:—

	<i>Per diem</i>
(1) Out-Door Treatment—	
Medical and Surgical Treatment   ...   ...   ...	Nil.
(2) In-Door Treatment—	
Medical and Surgical Treatment—	
Lady Thomson's Ward   ...   ...   ...   ...	\$3.00
Seamen's Ward       ...   ...   ...   ...	\$1.80

*B. British Guiana Contingents.*

The following are the rates to be charged for treatment and maintenance of Officers, Non-Commissioned Officers and men who served overseas with the British Guiana Contingent during the Great Wars, who are admitted to Hospital Paying Wards:

- (1) Out-Door Treatment—  
 Medical and Surgical Treatment ... .. Nil.
- (2) In-Door Treatment

*Officers.*

- |   | <i>Per diem</i> |
|---|-----------------|
| (1) Medical and Surgical Treatment ... ..   | Nil.            |
| (2) Maintenance—Lady Thomson Ward, Public Hospital, Georgetown, and paying wards at other Public Hospitals ... .. | \$1.50          |

*Non-Commissioned Officers and Men.*

- |   |      |
|---|------|
| (1) Medical and Surgical Treatment ... ..   | Nil. |
| (2) Maintenance—Lower Seamen's Ward, Public Hospital, Georgetown, or corresponding wards at other Public Hospitals ... .. | Nil. |

NOTE.—The rates under paragraph B shall apply to Officers, Warrant Officers, Non-Commissioned Officers, and Volunteers of the British Guiana Volunteer Force who sustain any injury whilst on duty or contract any complaint or disease whilst on duty. (Regs. 19 of 1948.)

## SCHEDULE III.

*(As substituted by regulations 17 of 1953.)*

RATES TO BE CHARGED FOR X-RAY EXAMINATIONS AND FOR  
 X-RAY AND ELECTRICAL TREATMENTS.

- |  |       |
|--|-------|
| (1) Radiographic Examinations—   | \$    |
| (a) Hand, wrist, foot, ankle, lower jaw, elbow, nasal bones                          | 2.40  |
| (b) Forearm, leg, knee, humerus, shoulder, clavicle, cervical spine                  | 3.60  |
| (c) Femur, hip, ribs, skull  | 4.80  |
| (d) Pelvis, lumbar, spine, lungs   | 6.00  |
| (e) Dorsal spine, heart, etc. (including screening)                                  | 7.20  |
| (f) Abdominal examination (for tumours, liver, abscesses, etc.)                      | 4.80  |
| (g) Screening if requested by Medical Officer in charge of case, extra on above fees | 1.20  |
| (h) Urinary tract (kidney and bladder)   | 7.20  |
| (i) Kidneys after injection of opaque dye  | 12.00 |
| (j) Bladder only   | 3.60  |
| (k) Gall Bladder   | 3.60  |
| (l) Gall Bladder with opaque dye   | 6.00  |
| (m) Colon (Barium enema) including screenings  | 7.20  |

(n) Stomach, duodenum, etc. (Barium meal) including screening	\$ 7.20
(o) Complete examination of alimentary canal	12.00
(p) Screening for foreign bodies not covered by any of above examinations, <i>i.e.</i> , foreign bodies swallowed by a child, etc.	3.60
(q) When two or more of above examinations are required of the same patient at the same time—25% reduction.	
(r) Stereoscope examination (when available)—25% extra.	
(s) Teeth per film	1.20
(t) Teeth complete set	9.60
(2) Treatments—	
(a) Electrical treatment from 60c. to	1.80
(b) Deep X-Ray Therapy (undertaken with the 250 KV Apparatus)	6.00
(c) Medium X-Ray Therapy (undertaken with the 180 KV Apparatus)	4.32
(d) Treatment with contact Therapy machine	2.88
(e) For each area treated in addition to the original one	0.72
(3) Paying patients—	
(a) Patients paying \$6 per diem shall be charged full fees.	
(b) Patients paying \$1.80 per diem shall be charged full or half of above fees.	
(c) Patients paying 60 cents per diem shall be charged one-tenth of above fees.	
(d) When a patient requires repeated examination for the same injury or condition during the same period in hospital—the first examination shall be charged at the normal rate, subsequent examinations shall be charged at half the normal rate.	
(4) Non-paying patients—	
Free examinations and free X-Ray and Electrical treatments will be available for all non-paying in-patients and for out-patients if approved by the Surgeon or other Officer administering the Institution, on presentation of a pauper or poverty certificate signed by a duly registered medical practitioner.	
(5) In special instances when circumstances justify it, a reduced fee may be authorised by the Surgeon or other Officer administering the Institution to be paid by either an in-patient or an out-patient.	
(6) All fees shall be payable in advance.	
(7) Children under the age of 12 years will be examined at half rates.	

#### SCHEDULE IV.

(As substituted by regulations 17 of 1953.)

#### DENTAL DEPARTMENT.

The following are the conditions under which patients shall receive dental treatment.

- (1) Out-patients—At any Government Controlled Hospital, Dispensary, Health Centre or Mobile Unit—
- (a) Poverty patients—for each Extraction ... .. 24c.

- (b) Pauper patients.  
 Children of persons of the labouring classes under the age of 15 years. \$  
 Pregnant women of the labouring classes.  
 Nursing mothers of the labouring classes.  
 Persons of the labouring classes over the age of 65 years—  
 —for each extraction ..... free.
- (c) In country districts where there is no registered dentist in private practice, for patients other than poverty patients, pauper patients, children of persons of the labouring classes under the age of 15 years, pregnant women of the labouring classes, nursing mothers of the labouring classes or persons of the labouring classes over the age of 65 years—for each extraction ..... \$1.20
- (2) In-patients—At any Government Controlled Hospital—
- (a) Patients while under treatment in hospital shall receive free dental treatment if the dental condition is directly associated with the disease for which they are being treated.
- (b) Patients paying \$6.00 per diem shall pay for each extraction a fee of \$2.40.
- (c) Patients paying \$1.80 per diem shall pay for each extraction a fee of \$1.20.
- (d) Patients paying 60 cents per diem shall pay for each extraction a fee of 43 cents.
- (e) Patients paying 30 cents per diem shall pay for each extraction a fee of 30 cents.
- (f) Pauper patients, children of persons of the labouring classes under the age of 15 years, pregnant women of the labouring classes, nursing mothers of the labouring classes and persons of the labouring classes over the age of 65 years shall pay for each extraction—Nil.
- (3) For the purposes of this schedule, the expression “ persons of the labouring classes ” means persons whose income does not exceed an average of four hundred and eighty dollars per year, and the wives and children who may be residing with them.

N.B.—In special cases where circumstances justify it, a reduced fee may be authorised by the Government Dental Officer to be paid by either an in-patient or an out-patient.

### SCHEDULE V.

(As substituted by regulations 17 of 1953.)

#### OPHTHALMIC TREATMENT.

The following are the rates to be charged for the treatment of ophthalmic cases:—

- (1) Outdoor treatment—
- (a) Paying patients.
- (1) Medical and surgical treatment ..... 58c. to \$6.00



(2) Testing for glasses	... ..	58c. to \$6.00
(b) Poverty patients.		
(1) Medical and surgical treatment	... ..	24c.
(2) Testing for glasses	... ..	24c.
(c) Pauper patients. Free treatment.		
(2) Indoor patients—		
(a) The fees charged shall be in accordance with the several per diem rates laid down for paying and poverty patients.		
(b) The fees charged for surgical operations shall be from \$2.40 to \$60.00.		

#### SCHEDULE VI.

(As substituted by regulations 17 of 1953.)

#### SPECIAL RATES APPLICABLE TO CERTAIN GOVERNMENT OFFICERS AND OTHER EMPLOYEES.

1. The undermentioned Government servants are specially entitled to obtain medicine and medicinal attendance and oral surgical treatment from Public Hospitals as Out-patients free of charge—

##### Out-patients Treatment.

##### (1) THE POLICE—

Officers, Clerks, Non-Commissioned Officers and Constables. The wives and families of Officers and Senior Clerks. The wives and families of Non-Commissioned Officers and Constables residing in the Police Stations or other Government buildings. The wives and families of all other ranks, including Junior Clerks not residing in Police Stations or other Government buildings. Free specialist consultation, surgical treatment and X-ray examination will be provided where necessary.

##### (2) THE MEMBERS OF THE MILITIA BAND—

The Members and wives and families of members of the Militia Band.

##### (3) PRISONS—

Officers and their wives and families.

##### (4) ESSEQUIBO BOYS SCHOOL—

Officers and their wives and families.

##### (5) ALMS HOUSE—

Superintendent and Warden, their wives and families and subordinate employees attached to the Alms House.

##### (6) MEDICAL DEPARTMENT—

The staffs of all Public Medical Institutions and the wives and children of all officers and subordinate employees attached to such medical Institutions. Government Medical Officers, Health Visitors and Midwives employed by Government or by the Infant Welfare and Maternity League.

##### (7) POST OFFICE—

The following categories of Postal employees with salaries of \$480 per annum and under (free medical treatment, medicines and medical

certificates at the Public Hospitals in Georgetown, New Amsterdam, Suddie, Bartica and Mabaruma, only on production of a certificate signed by a Senior Post Office Official):—

Counter and Relief Clerks.  
Sorters and Monitor.  
Town Letter Carriers.  
Rural Letter Carriers.  
Mail Carriers.  
Telegraph Operators.  
Apprentices (*i.e.*, Auxiliaries and Office Messengers).  
Linesmen, Mechanics and Faultsmen.  
Telegraph Messengers.

(8) TRANSPORT AND HARBOURS DEPARTMENT—

Employees earning \$480 per annum and under (free medical treatment, medicines and medical certificates at the public hospitals in Georgetown, New Amsterdam, Suddie, Bartica and Mabaruma, only on production of a certificate signed by the head of a sub-department).

*In-Patient Treatment.*

2. (a) The following special rates for in-patients' treatment will be charged for the undermentioned persons who were appointed to the services mentioned prior to the 20th June, 1946—

(1) Officers attached to Public Medical Institutions including Alms House:—

- (a) Lady Thomson Ward—\$1.50 per diem.  
(b) \$1.80 per diem Ward—72c. per diem.  
(c) Other Wards—Free.

(2) District Medical Officers, Government Medical Officers of Health and their Sanitary Staffs. The wives and families of Officers attached to Public Medical Institutions including Alms House:—

- (a) Lady Thomson Ward—\$3.00 per diem.  
(b) \$1.80 per day Ward—\$1.15 per diem.

(3) (i) Subject to the provisions of subparagraph (iii) of this paragraph, police officers appointed prior to the 20th June, 1946, their wives and families shall pay the following rates:—

(a) Senior Officers

(*i.e.*, Commissioner of Police, Deputy Commissioner of Police, Senior Superintendents, Superintendents and Clerks (Grades I and II), their wives and families)—

Free medical and surgical treatment, specialist consultation and X-ray examination will be supplied.

Maintenance—

Lady Thomson Ward...	...	...	...	\$3.00 per diem
\$2.40 per diem Ward	...	...	...	\$1.44 per diem
\$1.80 per diem Ward	...	...	...	\$1.15 per diem

Children under 12 years—Half rates.

(b) Junior Officers

(*i.e.*, Assistant Superintendents, Inspectors, Sub-Inspectors and Clerks under the rank of Grade II, their wives and families)—

Free medical and surgical treatment, specialist consultation and X-ray examination will be supplied.

Maintenance—

Lady Thomson Ward...	...	...	...	\$3.00 per diem
\$2.40 per diem Ward	..	...	...	86c. per diem
\$1.80 per diem Ward	...	...	...	72c. per diem

Children under 12 years—Half rates.

(ii) Subject to the provisions of sub-paragraph (iii) of this paragraph, police officers appointed after the 20th June, 1946, their wives and families shall pay the same rates as laid down in schedule VII to these regulations. Free medical and surgical treatment, specialist consultation and X-ray examination will be supplied.

(iii) Wives and children of officers married prior to the 1st March, 1953, shall pay at the following rate:—

Lady Thomson Ward	...	...	...	\$3.00 per diem
-------------------	-----	-----	-----	-----------------

(c) Non-Commissioned Officers and Constables—

Police Ward, at Public Hospital, Georgetown, or similar accommodation at other hospitals—38c. per day.

(d) Wives and families of Non-Commissioned Officers and Constables, 60c. per diem Ward or similar accommodation—38c. per day.

(4) Militia Band—Bandmaster to rank as Junior Police Officer for the purposes of maintenance rates. Non-Commissioned Officers and men, their wives and families—38c. per day. Band apprentices—38c. per day.

(5) Prisons—Officers and Clerks, their wives and families to rank as Junior Police Officers for the purposes of maintenance rates, Subordinate Officers, their wives and families—38c. per day.

NOTE.—Where the wives and families of Non-Commissioned Officers and Constables are allowed to enter other wards, the rates set out in schedule I, shall apply.

NOTE.—Families in every case to include persons only up to 15 years of age; children under the age of 12 years to be charged half-rates.

(b) The following special rates for in-patients' treatment will be charged for the undermentioned persons:—

(1) Essequibo Boys School—Subordinate Staff—38c. per day.

(2) Georgetown and New Amsterdam Municipalities—Town Constables—38c. per day.

(3) Public Works employees in the regular and exclusive employment of the Public Works Department whose salaries are not specially provided on the annual Estimates—38c. per day.

(4) Teachers in training at the Government Training College—38c. per day.

(5) In the case of trained female nurses, and subordinate employees of any public medical institutions including the Alms House and of Health Visitors and Midwives employed by Government and by the Infant Welfare and Maternity League, the following shall be treated free:—

(a) At the Public Hospital, Georgetown—Matron—in the Lady Thomson Ward. Female nurses, health visitors, midwives employed by Government or by the Infant Welfare League (including assistant matrons and radiographers)—in the Seamen's Ward.

- Dispensers, male nurses and other male staff—in the Police Ward.  
Wardmaids, laundresses, porters and other employees—in the General Wards.
- (b) At the Public Hospital, Berbice—Female nurses, health visitors, midwives—in a Side-room especially set aside for that purpose.  
Dispensers, male nurses and other male staff—in the Police Ward.  
Wardmaids, laundresses, porters and other employees—in the General Wards.
- (c) At the Public Hospital, Suddie, Bartica and Mabaruma—Dispensers and nurses—in one of the \$1.80 per diem side rooms.  
Other staff—in the General Wards.
- (d) At the Mental Hospital—  
Male attendants —in the institution's infirmary for two days; thereafter in the Police Ward or its equivalent at the Public Hospital, Berbice.  
Female attendants—in the 60c. per diem Ward at the Public Hospital, Berbice.
- (e) At the Mahaica Hospital and the Alms House—  
Male attendants —at their homes or at the Public Hospital Georgetown, in the Police Ward or its equivalent.  
Female attendants—in the 60c. per diem Ward at the Public Hospital, Georgetown.
- (f) Seamstresses of all hospitals—in the 60c. per diem ward at the respective hospitals.
- (g) Wardmaids and laundresses of all public medical institutions, including the Alms House—to be accommodated as in the case of 30c. per diem patients.

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#### SCHEDULE VII.

(As substituted by regulations 17 of 1953.)

#### SPECIAL RATES FOR IN-PATIENTS' TREATMENT APPLICABLE TO ALL PUBLIC OFFICERS AND OTHER EMPLOYEES.

Subject to the provisions set out at paragraph 2 of schedule VI to these regulations the following special rates for in-patient treatment will be charged in the case of every Public Officer and every Government employee who is on the Permanent Salary Establishment of the Colony, to all employees of the Transport and Harbours Department and to Non-Commissioned Officers and Constables of the Police Force.

Lady Thomson Ward	...	...	...	...	...	\$6.00 per diem
\$2.40 per diem Ward	...	...	...	...	...	\$1.44 per diem
\$1.80 per diem Ward	...	...	...	...	...	\$1.15 per diem
60c. per diem Ward	...	...	...	...	...	38c. per diem

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reg. 3.

BRITISH GUIANA.

FORM A.

## PUBLIC HOSPITALS.

## PAUPER CERTIFICATE.

The Out-patient Department is open from 9 a.m. to 11 a.m. and from 1 p.m. to 3 p.m.

By regulation 3 of the regulations the following persons only are authorised to issue these Certificates:—

- (a) Any officer or employee of the Poor Law Commissioners authorised by the Chairman;
- (b) Registered Medical Practitioners;
- (c) Ministers of Religion, but restricted to members of their congregation residing outside the boundaries of Georgetown and New Amsterdam;
- (d) Presidents of the Local Boards of Guardians;
- (e) the Commissioner of Local Government in Georgetown and the district commissioners in New Amsterdam and Suddie;
- (f) persons specially authorised by the Governor.

Available for the Public Hospital at.....

I certify that the undermentioned person residing at ..... is unable, from poverty, to pay for medical advice, attendance or medicine.

I believe the undermentioned particulars to be correct:—

*Signed* .....

Office .....

Date .....

## PARTICULARS OF APPLICANT FOR PAUPER CERTIFICATE.

- |                            |                          |              |
|----------------------------|--------------------------|--------------|
| 1. Name in full .....      | 2. Age .....             | 3. Sex ..... |
| 4. Single or Married ..... | 5. No. of Children ..... |              |
| 6. Occupation.....         | 7. Rate of Wages .....   |              |
| 8. Country of Birth .....  |                          |              |

(1) Under this certificate no charge is made for treatment either as an out- or in-patient

(2) If this certificate is given by a Minister of Religion he must write across it :—

“This person is a member of my congregation and resides outside the boundaries of Georgetown and New Amsterdam.”

N.B.—Patients must supply bottles and other receptacles for their medicines when treated as out-patients.

BRITISH GUIANA.

FORM B. reg. 4.

PUBLIC HOSPITALS.

POVERTY CERTIFICATES.

The Out-patient Department is open from 9 a.m. to 11 a.m. and from 1 p.m. to 3 p.m.

By regulation 4 of the regulations the following persons are authorised to issue these Certificates:—

- (a) Judges of the Supreme Court;
- (b) Members of the Executive Council or Legislative Council;
- (c) Registered Medical Practitioners;
- (d) managers of estates or farms exceeding 100 acres;
- (e) the Mayors of Georgetown and New Amsterdam;
- (f) justices of the peace;
- (g) Poor Law Commissioners and the Secretary of the Poor Law Com-missioners; or any officer or employee of the Poor Law Department authorised by the Chairman;
- (h) Ministers of Religion;
- (i) Presidents of the local Boards of Guardians;
- (j) district commissioners; and
- (k) Chairmen of Village Councils.

Available for the Hospital at .....

I certify that the undermentioned person residing at ..... is in indigent circumstances, and unable to pay for private medical attendance.

I believe the understated particulars to be correct.

Signed.....

Office.....

Date.....

PARTICULARS OF APPLICANT FOR POVERTY CERTIFICATE.

- 1. Name in full.....
- 2. Age.....
- 3. Sex.....
- 4. Single or Married.....
- 5. No. of Children.....
- 6. Occupation.....
- 7. Rate of Wages.....
- 8. Country of Birth.....

Under this certificate the following charges are made:—

- (a) If treated as an out-patient 24c. for each attendance including medicines.
- (b) If admitted—12c. per day.

N.B.—Patients must supply bottles and other receptacles for their medicines when treated as out-patients.

reg. 12 (1).

FORM C.

GUARANTEE FOR PAYMENT OF A PATIENT IN A PUBLIC HOSPITAL.

To the Resident Surgeon or Officer in charge of the Public Hospital.....

To be (A.) signed by the patient. In consideration of your admitting me as a patient in Hospital I agree to pay all charges legally payable by me.

Signature.....

Address.....

Date.....

Witness.....

To be (B.) signed by a householder or other responsible person. I request that you will admit..... residing at..... into the Hospital for treatment and in consideration thereof I agree to be responsible for the payment of any expenses incurred in his/her behalf either (a) at the rate of..... (1) a day or (b) for a sum not exceeding..... dollars.

2 I understand that the services of special nurses, day and night, if required (2), operation fees (3), fees for Radiographic examinations and (4) Electrical treatment are extra and in addition to the per diem rate for treatment and maintenance and I agree and hereby undertake to pay such additional charges if incurred.

Signature.....

Address.....

Date.....

Witness.....

- (1) 25 and 50 cents a day in the ordinary wards, \$1.50 to \$5.00 a day in the private wards.
(2) An extra charge of 75 cents a day and the same at night will be made for each nurse.
(3) Operations and accouchements will be charged for extra in accordance with the patient's means. The amount charged will be subject to the approval of the Director of Medical Services.
(4) In accordance with the rates laid down in the schedules to the regulations.

reg. 12 (2).

FORM D.

GUARANTEE FOR PAYMENT OF HOSPITAL EXPENSES BY GOVERNMENT OFFICERS.

To be signed by a Government officer. I request that you will admit....., residing at....., into the Hospital for treatment, and in consideration thereof I agree to be responsible for the payment of any expenses incurred in his/her behalf either (a) at the rate of..... (1) a day or (b) for a sum not exceeding.....dollars.

2. I understand that the services of special nurses, day and night, if required<sup>(2)</sup>, operation fees<sup>(3)</sup>, fees for Radiographic examinations and Electrical treatment<sup>(4)</sup> are extra and in addition to the *per diem* rate for treatment and maintenance and I agree and hereby undertake to pay such additional charges if incurred.

3. I further agree that the amount of the Hospital account shall be deducted from my salary in monthly instalments, and hereby authorise the Financial Secretary to deduct from my salary in payment of these expenses such monthly sum and for such period (not exceeding six months) as the Director of Medical Services may determine.

Signature.....

Address.....

Office.....

Date.....

Witness.....

- (1) 25 and 50 cents a day in the ordinary wards, \$1.50 to \$5.00 a day in the private wards.
- (2) An extra charge of 75 cents a day and the same at night will be made for each nurse.
- (3) Operations and accouchements will be charged for extra in accordance with the patient's means. The amount charged will be subject to the approval of the Director of Medical Services.
- (4) In accordance with the rates laid down in the schedules to the regulations.

**FINE FUND.**

**REGULATIONS**

*made by the Director of Medical Services under section 4 and approved by the Governor on the 20th May, 1946.* Regs. 11 of 1946.

1. These regulations may be cited as the Hospitals (Fine Fund) Regulations.

2. All fines imposed on the employees of any public hospital under the authority of any regulations made under the Public Hospitals Ordinance shall be promptly paid by the Director of Medical Services into the Post Office Savings Bank to the credit of that hospital.

3. (1) Two fine fund accounts shall be kept for each hospital, that is to say, a capital account and an income account.



(2) The income account shall consist of all interest on capital and all fines levied ; an unexpended balance in any one calendar year may be carried forward to the next calendar year:

Provided, however, that when the balance of the income account of any hospital at the end of any one calendar year exceeds a sum fixed from time to time by the Governor, the excess shall be carried forward to the capital account.

(3) The Director of Medical Services may invest the sum or any part of it standing to the credit of the capital account of each hospital in such securities as the Governor may approve, and the interest derived from such investments shall at once be deposited in the Post Office Savings Bank to the credit of the funds concerned.

4. (1) The income of each fund may be applied by a Committee appointed by the Director of Medical Services representing the Director of Medical Services and any recognised or organised body of subordinate medical employees by whom all applications for grants will be considered, as follows:—

(a) for making grants towards the expenses of recreation rooms or grounds leased, owned or used exclusively or chiefly by the employees of the hospital;

(b) for grants towards entertainments for the benefit of employees of the hospital;

(c) for providing books and papers for the employees' libraries;

(d) in such other manner for the benefit of the employees of a hospital as the Governor may from time to time direct.

(2) The funds of each hospital account shall be utilised in such manner for the benefit of the employees of the hospital to which it relates as the Governor may from time to time direct on the recommendation of the Committee referred to in sub-regulation (1) of this regulation, any such grants from a capital account being first placed to the credit of the appropriate income account.

5. An account of the receipts and payments of each fund up to the 31st December in each year together with the Post Office Savings Bank Books and all vouchers shall be submitted not later than the 31st January of the next year to the Director of Audit for audit. The audited statements shall then be laid before the Governor.

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