

Public (1895) Department.

ORDINARY PRINTED.

G.O., No. 1003

DATED 11<sup>th</sup> Dec: 1895

INDEXED.

[Despatch Abstract.]

RULES FOR THE LADY WENLOCK NURSING INSTITUTE.

Approving and ordering the publication in the Fort St. George and all District Gazettes of the--regarding Administration and the employment of nurses.

NOTE.—By G.O., No. 126, Public, dated 28th January 1896, it was ordered that the rules printed in the appendix to this Government Order should not be gazetted until further orders.

# BACK PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
|------|-----|-------------|-------|------|-----|-------------|-------|
|      |     |             |       |      |     |             |       |

# FURTHER PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
|------|-----|-------------|-------|------|-----|-------------|-------|
|      | 645 |             | 96    |      |     |             |       |

Govt. of {1895} Madras.  
PUBLIC.

Issued

Recd.

Encl.

G.O., No. 1003, 11th December 1895.

DECEMBER.

The Lady Wenlock Nursing  
Institute.

Approving and ordering publication in the Fort  
St. George and all District Gazettes of the rules  
for —.

GOVERNMENT OF MADRAS.  
PUBLIC DEPARTMENT.

READ—the following papers :—

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 20th September 1895, No. 400.

With reference to paragraph 2 of G.O., No. 439, Public, dated the 31st May 1895, and G.O., No. 570, Public, dated the 9th July 1895, I have the honour to submit a copy of revised rules which I have prepared in communication with the Senior Medical Officer of the hospital and the Matron Superintendent and which I hope will receive the approval and sanction of Government.

2. As regards the payment of these nurses, Rs. 3 per diem has hitherto been the charge for ordinary cases and has been readily paid, and it is now proposed to continue that rate for ordinary cases and to charge Rs. 5 per diem in cases of contagious or infectious diseases. These rates are low compared with what private certificated nurses charge to a similar class of patients, which I understand are about Rs. 5 a day in addition to their expenses.

3. I would be inclined to raise the fees as proposed by the Matron Superintendent to Rs. 5 a day for ordinary cases and Rs. 7 a day for contagious cases so as not to unduly compete with the certificated nurses who are not connected with the Institute.

4. I do not consider this rise would interfere with the popularity of the Institute, where these nurses would be available on the shortest notice.

From the Surgeon-General with the Government of Madras, dated 23rd October 1895, No. 456.

ORDER—No. 1003, Public, dated 11th December 1895.

The rules as corrected by Government are approved and will be published in the Fort St. George and all District Gazettes.

(True Extract.)

Chief Secretary.

To the Surgeon-General.

" all Collectors.

" the Superintendent, Government Gazette Press.

" the Accountant-General.

Exd. A. Raiff.

[Appendix.

## APPENDIX.

## THE LADY WENLOCK NURSING INSTITUTE, GENERAL HOSPITAL, MADRAS.

This Institute was organized under the orders in G O., No. 439, Public, dated the 31st May 1895, and No. 570, Public, dated the 9th July 1895, by incorporating the "Madras Nursing Institute," which had been worked by Mrs. Nisbett since 1893 as a private institution supported by public subscriptions, with the Government General Hospital. The object of the Institute is to supply trained hospital nurses as required by the public, on payment, at the shortest notice.

*Rules regarding Administration.*

1. *Control.*—The Institute shall be under the general control of the Senior Medical Officer of the General Hospital.

2. *Establishment.*—The permanent establishment shall consist of—

Two first-grade nurses,  
Four second-grade nurses,

who shall be entertained by the Matron Superintendent, General Hospital.

3. Additional certificated nurses may be entertained by the Matron Superintendent when those on the permanent staff are all employed. Only nurses who are fully qualified in all respects will be so entertained.

4. When the Matron Superintendent considers it desirable she may detail a member of the permanent nursing staff of the General Hospital on private duty, provided that one of the permanent nurses of the Institute takes her place in the hospital.

5. The Matron Superintendent shall give notice in the local newspapers and in the *Fort St. George Gazette* that the services of the nurses are available to the public on payment.

6. The Matron Superintendent shall have authority and control over the nurses and shall be responsible for their discipline and due performance of duty according to the rules laid down.

7. The Matron Superintendent shall be responsible for the upkeep of the following books:—

## (1) Application Book.

Civil Medical Book No.

| Date. | Name of applicant. | Address. | Name of nurse. | Travelling expenses. | Date sent. | Date of return. | Number of days. |           |
|-------|--------------------|----------|----------------|----------------------|------------|-----------------|-----------------|-----------|
|       |                    |          |                |                      |            |                 |                 | RS. A. P. |
|       |                    |          |                |                      |            |                 |                 |           |
|       |                    |          |                |                      |            |                 |                 |           |
|       |                    |          |                |                      |            |                 |                 |           |
|       |                    |          |                |                      |            |                 |                 |           |
|       |                    |          |                |                      |            |                 |                 |           |
|       |                    |          |                |                      |            |                 |                 |           |
|       |                    |          |                |                      |            |                 |                 |           |
|       |                    |          |                |                      |            |                 |                 |           |
|       |                    |          |                |                      |            |                 |                 |           |

## (2) Acquittance Roll Book.

Civil Medical Book No.

| Date. | Name of nurse. | Rate of pay per month. | Days employed on cases. | Days in hospital. | Board.    | Total.    | Signature. |
|-------|----------------|------------------------|-------------------------|-------------------|-----------|-----------|------------|
|       |                | RS. A. P.              |                         |                   | RS. A. P. | RS. A. P. |            |
|       |                |                        |                         |                   |           |           |            |
|       |                |                        |                         |                   |           |           |            |
|       |                |                        |                         |                   |           |           |            |
|       |                |                        |                         |                   |           |           |            |
|       |                |                        |                         |                   |           |           |            |
|       |                |                        |                         |                   |           |           |            |
|       |                |                        |                         |                   |           |           |            |
|       |                |                        |                         |                   |           |           |            |
|       |                |                        |                         |                   |           |           |            |

(3) A Cash Book which shall be balanced on the 10th day of each month.

(4) A Rough Account Book of receipts and expenditure.

8. The Matron Superintendent shall prepare an annual report for each calendar year on the working of the Institute, at the end of which it shall be stated that the service books of the establishment have been completed up to date. A statement showing the receipts and expenditure during the year shall be attached with a foot-note showing the estimated value of the Government property (furniture, &c.), in hand, and any additions or deductions during the year should be explained. These will be attached by the Senior Medical Officer to his annual administration report and reviewed by him in it.

9. *Clerk.*—A clerk on Rs. 30 a month, debitable to the Institute, may be employed. He will work under the orders of the Matron Superintendent and will keep the accounts of the Institute and be responsible for the clerical work in connection with it, the training school for nurses, and the nursing establishment of the hospital.

10. *Regulations for the admission of Nurses.*—Women desirous of being engaged as nurses should apply to the Matron Superintendent, General Hospital. If considered suitable, they will be engaged under the following conditions and regulations:—

(1) They must hold certificates of training as nurses.

(2) They must be able to read and write English well, and have testimonials of good character.

(3) They will be required to provide themselves with, and always wear, a uniform dress, apron and cap.

(4) The rate of pay for first-grade nurses will be Rs. 40, and for second-grade nurses Rs. 30 a month.

(5) They will be provided with ration money at the rate of Rs. 15 a month and lodging and must keep themselves and the apartments allotted to their use neat and clean. They must at all times be ready to obey the instructions of the Matron Superintendent.

(6) The nurses are paid fixed salaries by Government and are prohibited from receiving gratuities.

(7) Nurses are liable to be suspended or dismissed by the Matron Superintendent for inefficiency, disobedience of orders, culpable neglect, or other misconduct, and, if so dismissed, shall, under no circumstances, be re-entertained.

(8) Nurses desirous of leaving the Institute must give one month's notice or forfeit pay for that period.

(9) A first-grade nurse will be provided with a separate room or cubicle; but second-grade nurses will have one room or cubicle between two. They shall each be allowed their own furniture as supplied to the nurses of the General Hospital.

(10) When the nurses' services are not required for private cases they shall be utilized in the General Hospital.

11. *Rules regarding the Employment of the Nurses.*—(1) Every nurse sent out from the Institute will have had at least one year's hospital training in attendance on medical, surgical and fever cases and a full course of instruction and will also have passed a qualifying examination.

(2) The fee for the services of a nurse will be Rs. 5 per diem with all travelling and laundry expenses. The charge will be levied for each day inclusive of the days of departure from, and return to, the Institute. If engaged for a definite period the following lump sums will be charged:—

|                                                                       |     |
|-----------------------------------------------------------------------|-----|
|                                                                       | RS. |
| For two weeks .. .. .                                                 | 50  |
| For a month .. .. .                                                   | 125 |
| For any period in excess of the first month at the monthly rate of .. | 100 |

An addition of 25 per cent. on the foregoing charges will be made for attendance on a contagious case.

The amount due must be paid at the end of each month or as soon as the nurse's services are discontinued.

(3) The nurse must be provided during her attendance with suitable food and lodging and be allowed at least eight hours' undisturbed rest out of the twenty-four.

(4) The nurse is not to leave the house while on duty without the sanction of the medical attendant or the permission of the employer. Opportunity should be given her when possible of attending religious service on Sunday. She is always to wear plain uniform dress when on duty.

(5) No testimonial should be given to the nurse. If the employer or medical attendant desires to grant her a certificate it should be forwarded direct to the Matron Superintendent by whom it will be kept for the nurse until the period of her engagement with the Institute expires.

(6) Any misbehaviour, unskilfulness or want of attention on the part of a nurse should be at once reported to the Matron Superintendent.

(7) Every nurse sent from the Institute to attend a private patient will bring with her a printed form to be delivered to the employer before she enters upon her duty.

(8) Cheques should be made payable to the Matron Superintendent, General Hospital, Madras.

CIVIL MEDICAL FORM NO.

The Lady Wenlock Nursing Institute, General Hospital, Madras,

189

This day nurse \_\_\_\_\_ has been sent from the Lady Wenlock Nursing Institute to nurse in the case of \_\_\_\_\_

(Signed) \_\_\_\_\_

Matron Superintendent.

When the nurse's services are no longer required, please detach and return the annexed form filled in and the amount due.

*Notice of Nurse's Return.*

The services of nurse \_\_\_\_\_ not being required after \_\_\_\_\_ she will return to the Institute on that day. The sum of Rs. \_\_\_\_\_, being the amount due for her attendance for \_\_\_\_\_ day of \_\_\_\_\_ when it commenced, is herewith sent by the hands of the nurse. The sum of Rs. \_\_\_\_\_ for travelling expenses has been paid to the nurse.

Conduct and efficiency or other remarks.

(Signed) \_\_\_\_\_

Varad (1895) DEPARTMENT.

From

•SURGN.-MAJOR-GEN. C. SIBTHORPE, F.R.C.P.I.,

SURGEON-GENERAL WITH THE

GOVERNMENT OF MADRAS,

Madras,

To

*The Honble the Chief Secretary to Government*

No. 400

ENCLOSURES.

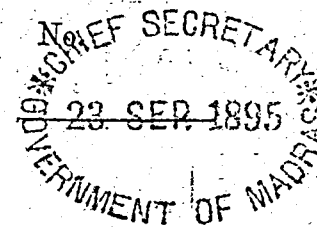
Dated

Received 23

Sept 24

Encl. 1

*20<sup>th</sup> September 1895.*



Subject.

*Submitting revised rules regarding the Administration etc of the Lady Wenlock Nursing Institute. General Hospital, Madras*

57007-170  
439731-5-95

*Ref. No. 2350 of 3-10-95*  
*The S.G. is requested to submit for the information of foot copies of the rules of any nursing institution in England that may be available.*

*J.S.B.  
29.9.95.*

*11/10/95*

*To The Surgeon General*

The Lady Menlock Nursing Institute  
General Hospital, Madras

Rules regarding administration

This Institute was organized under the orders in G.O. No. 439-Public, dated the 31<sup>st</sup> May 1893 and No. 570, Public, dated 9<sup>th</sup> July 1895, by incorporating the Madras Nursing Institute, which had been worked by Mrs. Rishelt since 1893 as a private institution, supported by public subscriptions, with the Government General Hospital. The object of the Institute is to supply trained hospital nurses as required by the public, on payment, at the shortest notice.

Rules

1. Control.:- The Institute is under the general control of the Senior Medical

Two first grade nurses,  
Four second grade nurses,

4/10/64

care must be taken that <sup>Only</sup> these <sup>who</sup> nurses <sup>fully</sup> are qualified <sup>by education</sup> [to main-  
tain the reputation of the Insti-  
tute.] will be so entertained.

Auth. <sup>1/2</sup> for this scale

32

Five notices

The Matron Superintendent  
shall <sup>be responsible for the work</sup> see that the following books  
are kept

be responsible for the whole p.

Civil Medical book #

[illegible][illegible]

## (2) Acquittance roll book

| Date | Name of Nurse | Rate of Pay per month |  | Days Employed at cases per | Days in Hospital | Board |   |   | Total |   |   | Signature |
|------|---------------|-----------------------|--|----------------------------|------------------|-------|---|---|-------|---|---|-----------|
|      |               |                       |  |                            |                  | P     | A | P | P     | A | P |           |
|      |               |                       |  |                            |                  |       |   |   |       |   |   |           |

(3) a cash book, which shall be balanced on the 10<sup>th</sup> day of each month

(4) a rough account book of Receipts and expenditure.

8. The Matron Superintendent shall draw up an Annual Report for each Calendar year on the working of the Institute; at the end of which it shall be stated that the service books of the establishment are complete up to date. A Statement showing the receipts and expenditure during the year shall be attached with a footnote showing the estimated value of the Government

Government property (furniture &c) in hand, and any additions or deductions during the year should be explained. These shall be attached by the Senior Medical Officer to his annual administration report and reviewed by him in it

9 Clerk - one clerk is sanctioned on rupees thirty a month, which is debitable to the Institute; he shall be under the orders of the Matron Superintendent and shall keep the accounts of the Institute and be responsible for the clerical work in connection with the Institute, the training school for nurses and the nursing establishment of the hospital. He shall attend at the hospital from 7 A.M. to noon and from 2 to 6 P.M.

Need not be in the Rules

10 Regulations for the admission of Nurses

(1) Women desirous of being engaged as nurses should apply to the

the Matron Superintendent. If considered suitable, they will be engaged under the following conditions and regulations:-

(2) They must hold certificates of training as nurses.

(3) They must read and write well, and bring testimonials of good character.

(4) They will always be required to wear and provide themselves with and always wear a uniform dress, apron and cap.

(5) The rate of pay will be for First Grade nurses rupees forty, and for second grade nurses rupees thirty, a month.

(6) They will also be provided with board at the rate of rupees fifteen a month, ration money and lodging and must keep themselves and the apartments allotted to their use neat and clean, <sup>they must</sup> and at all times be ready to <sup>obey</sup> [act according to] the instructions of the Matron Superintendent.

(7)

It is the usual thing to allow a nurse some stimulants in cases of heavy nursing if it be quite necessary.

(7) The nurses are <sup>prohibited from</sup> not to receive gratuities and they are expected at all times to abstain from alcoholic drinks, except with the express permission of a medical man.

(8) Nurses are subject to suspension or dismissal by the Matron Superintendent for inefficiency, disobedience of orders, culpable neglect, or other misconduct, and if so dismissed, shall <sup>lose</sup> forfeit a month's salary, and

(9) Nurses desirous of leaving the Institute <sup>must</sup> [are required to give] [at least] one month's notice or forfeit [one month's pay].

(10) [The first grade nurse will be <sup>provided</sup> entitled to one separate room or cubicle; and the second grade nurses <sup>will have</sup> to two separate <sup>one</sup> rooms or cubicles. They shall each be allowed their own furniture as supplied to the Hospital nurses.

(11) When these nurses' services are

are not required for private cases, they shall be utilized in the General Hospital.

## 11. Rules regarding the employment of the nurses.

(1) The fees for nursing services will be rupees three per diem (contagious cases rupees five) with all travelling and laundry expenses, and the payment will in all cases date from the time the nurse leaves hospital until her return. The amount due must be paid [for] at the end of each month, or as soon as the nurse's services are discontinued.

(2) The nurse must be provided during her attendance with suitable food and lodging and be allowed at least eight hours undisturbed rest out of the twenty-four. She is not allowed to take wine or spirits.

(3) The nurse is required   
 willingly

632  
willingly to perform all the duties of a nurse for the patient in and about the sick-room.

(4) The nurse is not to leave the house while on duty, without the sanction of the medical attendant or the permission of the employer. Opportunity should be given her when possible of attending religious service on Sunday. She is always to wear plain uniform dress when on duty.

(5) No testimonial should be given to the nurse. If the employer or medical attendant desires to give any further certificate, it should be enclosed to the Station Superintendent, by whom it will be kept for the nurse until the period of her engagement with the Institution expires.

(6) Any misbehaviour, unfavourableness or want of attention on the

the part of a nurse should be at once reported to the Nation Superintendent.

(7) Every nurse sent out from the Institute has at least one year's hospital training in attendance on medical, surgical and fever cases, has had a full course of instruction and has passed a qualifying examination.

(8) The nurses are paid fixed salaries by Government. They are not permitted to receive gratuities from the patients or their friends without special permission from the Nation Superintendent.

(9) Every nurse sent from the Institute to attend a private patient, brings with her a printed form to be delivered to the employer before she enters upon her duty.

(10) Cheques are to be made payable to the Nation Superintendent, General Hospital, Madras.

Civil Medical Form A.  
The Lady Menlock Nursing Institute  
General Hospital Madras — 159

This day nurse \_\_\_\_\_  
has been sent from the Lady Menlock  
Nursing Institute to nurse in the  
case of \_\_\_\_\_

\_\_\_\_\_  
Nation Superintendent

When the nurse's services are no longer required, please detach and return the annexed form filled in and the amount due.

# Notice of Nurse's Return.

The services of Nurse \_\_\_\_\_  
not being required after \_\_\_\_\_,  
she will return home on that day.  
The sum of Rs \_\_\_\_\_ being the  
amount due for her attendance for

\_\_\_\_\_ from the \_\_\_\_\_  
day of \_\_\_\_\_ when it com-  
menced, with the sum of Rs \_\_\_\_\_  
for travelling expenses, is herewith  
sent by the hands of the nurse.

Conduct and efficiency or other  
remarks.

(Signed)

to the Institute

travelling  
expenses  
to be delivered  
at the  
Institute

CURRENT NO 3124

OFFICE OF SURGEON-GENERAL

WITH THE GOVERNMENT OF MADRAS,

Madras, 20<sup>th</sup> September 1895.

No. 400.

Encl.

From

SURGEON-MAJOR-GENERAL G. SIETHORPE, F.R.C.P.J.

SURGEON-GENERAL WITH THE

GOVERNMENT OF MADRAS,

Madras,

To

THE HONOURABLE THE CHIEF SECRETARY TO GOVERNMENT,

Public DEPARTMENT.

SIR,

With reference to paragraph 2 of  
G.O., No. 439, Public, dated the 31<sup>st</sup> May 1895  
and G.O. No. 570, Public, dated the 9<sup>th</sup> July  
1895, I have the honor to submit a copy of  
revised rules, which I have prepared in  
communication with the Senior Medical  
officer of the hospital and the Matron  
Superintendent and which I hope will  
receive the approval and sanction of  
Government.

2. As regards the payment of these  
nurses, rupees three per diem has hitherto  
been the charge for ordinary cases and  
has been readily paid and it is now  
proposed to continue that rate for ordi-  
nary cases and to charge rupees five  
per diem in cases of contagious or  
infectious diseases. These rates are  
now comparable with the rates of the

certificated nurses charge to a similar class of patients, which I understand are about five rupees a day in addition to their expenses.

3. I would be inclined to raise the fees, as proposed by the Matron Superintendent to rupees five a day for ordinary cases and rupees seven a day for contagious cases so as not to unduly compete with the certificated nurses who are not connected with the Institute.

4. I do not consider this rise would interfere with the popularity of the Institute, where these nurses would be available on the shortest notice.

I have the honor to be,

Sir,

Your most obedient Servant

C. S. S. S.

Surgeon-Major-General

Surgeon-General with Govt. of Madras

Sy. might have found out. Co. 3 food is usual.

Where?

No. 456.

Encl.

From

SURGEON-MAJOR-GENERAL C. SIBTHORPE, F.R.C.P.I.,

SURGEON-GENERAL WITH THE

GOVERNMENT OF MADRAS,

To

THE HON'BLE THE CHIEF SECRETARY TO GOVERNMENT,

SIR,

Public DEPARTMENT.

With reference to your Memorandum No. 2350 of the 3<sup>rd</sup> October 1895, I send you herewith Volume III of Burdett's Hospitals and Asylums of the World; in Chapter XII of which there is a considerable amount of information on the subject of Nursing Institutions.

2. I also send Burdett's Hospital and Charities Annual for 1895; in Section XIII page 617 et. seq., more information on the same subject is given.

3. The above is all the information on the subject I have been able to obtain in Madras.

I have the honour to be,

Sir,

Your most obedient Servant,

C. S. S. S.

Public (1895) DEPARTMENT.

From  
SURGEON-MAJOR-GENERAL C. SIBTHORPE, F.R.C.P.I.,

SURGEON-GENERAL WITH THE  
GOVERNMENT OF MADRAS,  
Madras,

CHIEF SECRETARY  
NO. 24 857 1895  
ENCLOSUREMENT OF MADRAS

Dated 23<sup>rd</sup> October 1895.

Received 24

Repd 25

No.

SUBJECT.  
Forwarding Purdett's  
Notes on Hospitals, in con-  
nection with Nursing  
Institutions.

G  
118 1,000-17-7-95,

Pub: 3124 + 3538

TELEPHONE MESSAGE.

From,

CHIEF SECRETARIAT,

To

Dated 18/11/5 189

Under instruction is from  
Bliss I telephone to enquire  
whether His Excellency would  
like to see the draft rules for  
the Lady Wenlock Nursing  
Institute which are now  
under consideration and have  
been approved by Bliss.

D.B. 18/11/5

34 Word Form.

17-1-75

C. O. B. No. 1 T-4.1.94-20.00.000

The concluding portion of  
of the "Notice of the Nurse's Return"  
has been altered as it is under-  
stood that the nurse must  
expend her travelling al-  
lowance in order to get  
back to the Institute.

refers to a proposal of the Matron Superintendent to raise the fees. This proposal is not on record, but it is submitted that Rs 3 for ordinary & Rs 5 for contagious cases per diem is ample. The Surgeon says he understands that private certificated nurses charge Rs 5 a day in addition to their expenses. He might easily have obtained definite information on this point. It is believed however that as a matter of fact their usual charge does not exceed Rs 3.

It will be noticed that the rules contain no limit of age. Perhaps this is a matter which may be left to the Matron Superdt.

It might perhaps be as well to add a rule that nurses are prohibited from bringing any pressure with a religious tendency to bear on the minds of their patients.

Page 241 of Burdett's Hospitals & Asylums of the World gives "typical regulations" as to the terms on which private nurses are supplied to families.

35B. Shd. the rules be approved by Lady? Waulock? 10

## Rules for the Lady Waulock Institute

x I think to be fair with that it is enough. I I however can state from a very recent case which has come under my notice that two nurses were employed and paid Rs. 5 a day. Whether they were sent from the Genl Hospital or not I cannot say. That is, I presume the object of the Institute is to place good nursing at reasonable rates within the reach of the public.

I think Rs 3 (+ 5) enough to begin with — we might get a report on this point & on the working of the rules generally at the end of a year — say in Jan '96 (or) I think a scale shd. be inserted see over

Hon. Mr. H. W. B. S. C. E. L. H. A. H. C. S. A. M. O. V.

In England it appears to be 20 lbs than 18 or more than 25.

I should ask about this — mean while I mention Rules. We can always ask them

& this might be left alone.

W. 16/11/95

x I hardly think this necessary. approved

The Institute is a Govt. one and subject to the Govt. has been given H.C. name. Remarks.

H.E. the Govt. is much interested in them in 1911. Shd. take it as the Rules, 2nd

No. , PUBLIC, 11 NOVEMBER 1895.  
GOVERNMENT OF MADRAS.  
PUBLIC DEPARTMENT.

READ—the following papers:—

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 20th September 1895, No. 400.

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ENCLOSURE.

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2. Establishment.—The permanent establishment shall consist of—  
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Four second-grade nurses,

who shall be entertained by the Matron Superintendent, General Hospital.  
3. Extra certificated nurses may be entertained by the Matron Superintendent when those on the permanent staff are all employed. Only nurses who are fully qualified in all respects will be so entertained.

4. When the Matron Superintendent considers it desirable, she may detail a member of the permanent nursing staff of the General Hospital (on private duty, provided that one of the permanent nurses of the institute takes her place in the hospital.

5. The Matron Superintendent shall give notice in the daily papers that the services of the nurses are available to the public on payment. *local newspapers and in the Fort St George Gazette*

6. The Matron Superintendent shall have authority and control over the nurses and shall be responsible for their discipline and due performance of duty according to the rules laid down.

7. The Matron Superintendent shall be responsible for the upkeep of the following books:—  
Civil Medical Book No.

(1) Application Book.

| Date. | Name of applicant. | Address. | Name of nurse. | Travelling expenses. | Date sent. | Date return. | Number days. |           |
|-------|--------------------|----------|----------------|----------------------|------------|--------------|--------------|-----------|
|       |                    |          |                |                      |            |              |              | RS. A. P. |

(2) Acquittance Roll Book.

Civil Medical Book No.

| Date. | Name of nurse. | Rate of pay per month. | Days employed at cases. | Days in hospital. | Board.    | Total.    | Signature. |
|-------|----------------|------------------------|-------------------------|-------------------|-----------|-----------|------------|
|       |                | RS. A. P.              |                         |                   | RS. A. P. | RS. A. P. |            |

(3) A cash book which shall be balanced on the 10th day of each month.

(4) A rough account book of receipts and expenditure.

8. The Matron Superintendent shall draw-up an annual report for each calendar year on the working of the institute, at the end of which it shall be stated that the service books of the establishment have been completed up to date. A statement showing the receipts and expenditure during the year shall be attached with a foot-note showing the estimated value of the Government property (furniture, &c.), in hand, and any additions or deductions during the year should be explained. These will be attached by the Senior Medical Officer to his annual administration report and reviewed by him in it.

9. Clerk.—A clerk on Rs. 30 a month, debitable to the institute, may be employed. He will work under the orders of the Matron Superintendent and will keep the accounts of the institute and be responsible for the clerical work in connection with it—the training school for nurses, and the nursing establishment of the hospital.

10. Regulations for the admission of nurses.—Women desirous of being engaged as nurses should apply to the Matron Superintendent. If considered suitable, they will be engaged under the following conditions and regulations:—

(1) They must hold certificates of training as nurses.

(2) They must be able to read and write English well, and bring testimonials of good character.

(3) They will be required to provide themselves with, and always wear, a uniform dress, apron and cap.

(4) The rate of pay will be for first-grade nurses Rs. 40, and for second-grade nurses Rs. 30 a month.

(5) They will be provided with ration money at the rate of Rs. 15 a month and lodging and must keep themselves and the apartments allotted to their use neat and clean. They must at all times be ready to obey the instructions of the Matron Superintendent.

(A)

1. If engaged for a definite period the following lump sums will be charged:-

For two weeks - Rs. 50.

For a month - " 125.

For any period in excess of the first month at the monthly rate of " 100

An addition of 25 percent on the foregoing charges will be made for attendance on a contagious case.

The amount due for

are paid fixed salaries by Govt and

these rules attached.

(6) The nurses are prohibited from receiving gratuities and they are expected at all times to abstain from alcoholic drinks, except with the express permission of a medical man.

(7) Nurses are liable to be suspended or dismissed by the Matron Superintendent for inefficiency, disobedience of orders, culpable neglect, or other misconduct, and, if so dismissed, shall forfeit a month's salary and under no circumstances be re-entertained.

(8) Nurses desirous of leaving the institute must give one month's notice or forfeit pay for that period.

(9) A first-grade nurse will be provided with a separate room or cubicle; but second-grade nurses will have one room or cubicle between two. They shall each be allowed their own furniture as supplied to the hospital nurses of the General Hospital.

(10) When these nurses' services are not required for private cases, they shall be utilized in the General Hospital.

11. Rules regarding the employment of the nurses.-(1) The fee for the services of a nurse will be Rs. 3 per diem (contagious cases Rs. 5) with all travelling and laundry expenses. The charge will be levied for each day inclusive of the days of departure from, and return to, the institute. The amount due must be paid at the end of each month, or as soon as the nurse's services are discontinued.

(2) The nurse must be provided during her attendance with suitable food and lodging and be allowed at least eight hours undisturbed rest out of the twenty-four. She is not allowed to take wine or spirits.

(3) The nurse is required willingly to perform all the duties of a nurse for the patient in and about the sick room.

(4) The nurse is not to leave the house while on duty without the sanction of the medical attendant or the permission of the employer. Opportunity should be given her, when possible of attending religious service on Sunday. She is always to wear plain uniform dress when on duty.

(5) No testimonial should be given to the nurse. If the employer or medical attendant desires to give any further certificate, it should be enclosed to the Matron Superintendent by whom it will be kept for the nurse until the period of her engagement with the institute expires.

(6) Any misbehaviour, unskilfulness or want of attention on the part of a nurse should be at once reported to the Matron Superintendent.

(7) Every nurse sent out from the institute will have had at least one year's hospital training in attendance on medical, surgical and fever cases, and a full course of instruction, and will also have passed a qualifying examination.

(8) The nurses are paid fixed salaries by Government. They are not permitted to receive gratuities from the patients or their friends without special permission from the Matron Superintendent.

(9) Every nurse sent from the institute to attend a private patient will bring with her a printed form to be delivered to the employer before she enters upon her duty.

(10) Cheques should be made payable to the Matron Superintendent, General Hospital, Madras.

The Lady Wenlock Nursing Institute, General Hospital, Madras, Civil Medical Form No. 189.

This day nurse \_\_\_\_\_ has been sent from the Lady Wenlock Nursing Institute to nurse in the case of \_\_\_\_\_

(Signed) \_\_\_\_\_

Matron Superintendent.

When the nurse's services are no longer required, please detach and return the annexed form filled in and the amount due.

Notice of Nurse's Return.

The services of nurse \_\_\_\_\_ not being required after \_\_\_\_\_ she will return to the institute on that day. The sum of Rs. \_\_\_\_\_, being the amount due for her attendance for \_\_\_\_\_

from the \_\_\_\_\_ day of \_\_\_\_\_ when it commenced, with the sum of Rs. \_\_\_\_\_ for travelling expenses, is herewith sent by the hands of the nurse.

Conduct and efficiency or other remarks.

(Signed) \_\_\_\_\_

From the Surgeon-General with the Government of Madras, dated 23rd October 1895, No. 456.

2206  
No. 1003, PUBLIC, 11TH DECEMBER 1895.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following papers :—

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated Madras, 20th September 1895, No. 400.

With reference to paragraph 2 of G.O., No. 439, Public, dated the 31st May 1895, and G.O., No. 570, Public, dated the 9th July 1895, I have the honour to submit a copy of revised rules which I have prepared in communication with the Senior Medical Officer of the hospital and the Matron Superintendent and which I hope will receive the approval and sanction of Government.

2. As regards the payment of these nurses, Rs. 3 per diem has hitherto been the charge for ordinary cases and has been readily paid, and it is now proposed to continue that rate for ordinary cases and to charge Rs. 5 per diem in cases of contagious or infectious diseases. These rates are low compared with what private certificated nurses charge to a similar class of patients, which I understand are about Rs. 5 a day in addition to their expenses.

3. I would be inclined to raise the fees as proposed by the Matron Superintendent to Rs. 5 a day for ordinary cases and Rs. 7 a day for contagious cases so as not to unduly compete with the certificated nurses who are not connected with the Institute.

4. I do not consider this rise would interfere with the popularity of the Institute, where these nurses would be available on the shortest notice.

From the Surgeon-General with the Government of Madras, dated 23rd October 1895, No. 456.

ORDER—No. 1003, Public, dated 11th December 1895.

The rules as corrected by Government are approved and will be published in the Fort St. George and all District Gazettes.

(True Extract.)

J. F. PRICE,  
Chief Secretary.

To the Surgeon-General, 6 desps 28/1/96  
„ all Collectors.  
„ the Superintendent, Government Gazette Press.  
„ the Accountant-General.

[Appendix.

Proof to C.S. for approval.

J.F.P.

4.12.5.

28/1/96  
The 40, 100, for the  
present issued to the  
Surgeon General, dated 28/1/96  
28/1/96

## APPENDIX.

### THE LADY WENLOCK NURSING INSTITUTE, GENERAL HOSPITAL, MADRAS.

#### Rules regarding Administration.

This Institute was organized under the orders in G.O., No. 439, Public, dated the 31st May 1893, and No. 570, Public, dated the 9th July 1895, by incorporating the "Madras Nursing Institute," which had been worked by Mrs. Nisbett since 1893 as a private institution supported by public subscriptions, with the Government General Hospital. The object of the Institute is to supply trained hospital nurses as required by the public, on payment, at the shortest notice.

#### Rules.

1. *Control.*—The Institute shall be under the general control of the Senior Medical Officer of the General Hospital.

2. *Establishment.*—The permanent establishment shall consist of—

Two first-grade nurses,  
Four second-grade nurses,

who shall be entertained by the Matron Superintendent, General Hospital.

3. Additional certificated nurses may be entertained by the Matron Superintendent when those on the permanent staff are all employed. Only nurses who are fully qualified in all respects will be so entertained.

4. When the Matron Superintendent considers it desirable she may detail a member of the permanent nursing staff of the General Hospital on private duty, provided that one of the permanent nurses of the Institute takes her place in the hospital.

5. The Matron Superintendent shall give notice in the local newspapers and in the *Fort St. George Gazette* that the services of the nurses are available to the public on payment.

6. The Matron Superintendent shall have authority and control over the nurses and shall be responsible for their discipline and due performance of duty according to the rules laid down.

7. The Matron Superintendent shall be responsible for the upkeep of the following books:—

(1) Application Book.

Civil Medical Book No. .

| Date. | Name of applicant. | Address. | Name of nurse. | Travelling expenses. | Date sent. | Date of return. | Number of days. |           |
|-------|--------------------|----------|----------------|----------------------|------------|-----------------|-----------------|-----------|
|       |                    |          |                |                      |            |                 |                 | RS. A. P. |
|       |                    |          |                |                      |            |                 |                 |           |
|       |                    |          |                |                      |            |                 |                 |           |
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|       |                    |          |                |                      |            |                 |                 |           |
|       |                    |          |                |                      |            |                 |                 |           |

(2) Acquittance Roll Book.

Civil Medical Book No. .

| Date. | Name of nurse. | Rate of pay per month. | Days employed, at cases. | Days in hospital. | Board.    | Total.    | Signature. |
|-------|----------------|------------------------|--------------------------|-------------------|-----------|-----------|------------|
|       |                | RS. A. P.              |                          |                   | RS. A. P. | RS. A. P. |            |
|       |                |                        |                          |                   |           |           |            |
|       |                |                        |                          |                   |           |           |            |
|       |                |                        |                          |                   |           |           |            |
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|       |                |                        |                          |                   |           |           |            |
|       |                |                        |                          |                   |           |           |            |
|       |                |                        |                          |                   |           |           |            |

(3) A Cash Book which shall be balanced on the 10th day of each month.

(4) A Rough Account Book of receipts and expenditure.

8. The Matron Superintendent shall prepare an annual report for each calendar year on the working of the Institute at the end of which it shall be stated that the service books of the establishment have been completed up to date. A statement showing the receipts and expenditure during the year shall be attached with a foot-note showing the estimated value of the Government property (furniture, &c.), in hand, and any additions or deductions during the year should be explained. These will be attached by the Senior Medical Officer to his annual administration report and reviewed by him in it.

9. *Clerk.*—A clerk on Rs. 30 a month, debitable to the Institute, may be employed. He will work under the orders of the Matron Superintendent and will keep the accounts of the Institute and be responsible for the clerical work in connection with it, the training school for nurses, and the nursing establishment of the hospital.

10. *Regulations for the admission of Nurses.*—Women desirous of being engaged as nurses should apply to the Matron Superintendent, General Hospital. If considered suitable, they will be engaged under the following conditions and regulations:—

(1) They must hold certificates of training as nurses.  
(2) They must be able to read and write English well, and have testimonials of good character.

(3) They will be required to provide themselves with, and always wear, a uniform dress, apron and cap.

(4) The rate of pay for first-grade nurses will be Rs. 40, and for second-grade nurses Rs. 30 a month.

(5) They will be provided with ration money at the rate of Rs. 15 a month and lodging and must keep themselves and the apartments allotted to their use neat and clean. They must at all times be ready to obey the instructions of the Matron Superintendent.

(6) The nurses are paid fixed salaries by Government and are prohibited from receiving gratuities.

(7) Nurses are liable to be suspended or dismissed by the Matron Superintendent for inefficiency, disobedience of orders, culpable neglect, or other misconduct, and, if so dismissed, shall, under no circumstances, be re-entertained.

(8) Nurses desirous of leaving the Institute must give one month's notice or forfeit pay for that period.

(9) A first-grade nurse will be provided with a separate room or cubicle; but second-grade nurses will have one room or cubicle between two. They shall each be allowed their own furniture as supplied to the nurses of the General Hospital.

(10) When the nurses' services are not required for private cases they shall be utilized in the General Hospital.

11. *Rules regarding the Employment of the Nurses.*—(1) The fee for the services of a nurse will be Rs. 5 per diem with all travelling and laundry expenses. The charge will be levied for each day inclusive of the days of departure from, and return to, the Institute. If engaged for a definite period the following lump sums will be charged:—

|                                                                                                        |     |
|--------------------------------------------------------------------------------------------------------|-----|
| For two weeks                                                                                          | Rs. |
| For a month                                                                                            | 50  |
| For any period in excess of the first month at the monthly rate of                                     | 125 |
| An addition of 25 per cent. on the foregoing charges will be made for attendance on a contagious case. | 100 |

The amount due must be paid at the end of each month or as soon as the nurse's services are discontinued.

(2) The nurse must be provided during her attendance with suitable food and lodging and be allowed at least eight hours' undisturbed rest out of the twenty-four.

(3) The nurse is not to leave the house while on duty without the sanction of the medical attendant or the permission of the employer. Opportunity should be given her when possible of attending religious service on Sunday. She is always to wear plain uniform dress when on duty.

(4) No testimonial should be given to the nurse. If the employer or medical attendant desires to grant her a certificate it should be forwarded direct to the Matron Superintendent by whom it will be kept for the nurse until the period of her engagement with the Institute expires.

(5) Any misbehaviour, unskilfulness or want of attention on the part of a nurse should be at once reported to the Matron Superintendent.

(6) Every nurse sent out from the Institute will have had at least one year's hospital training in attendance on medical, surgical and fever cases and a full course of instruction and will also have passed a qualifying examination.

W. J. B. [unclear]  
(7) Every nurse sent from the Institute to attend a private patient will bring with her a printed form to be delivered to the employer before she enters upon her duty.

(8) Cheques should be made payable to the Matron Superintendent, General Hospital, Madras.

CIVIL MEDICAL FORM No. .

*The Lady Wenlock Nursing Institute, General Hospital, Madras,* 189 .

This day nurse \_\_\_\_\_ has been sent from the Lady Wenlock Nursing Institute to nurse in the case of \_\_\_\_\_  
(Signed) \_\_\_\_\_,

*Matron Superintendent.*

When the nurse's services are no longer required, please detach and return the annexed form filled in and the amount due.

*Notice of Nurse's Return.*

The services of nurse \_\_\_\_\_ not being required after \_\_\_\_\_ she will return to the Institute on that day. The sum of Rs. \_\_\_\_\_, being the amount due for her attendance for \_\_\_\_\_ from the \_\_\_\_\_ day of \_\_\_\_\_ when it commenced, is herewith sent by the hands of the nurse. The sum of Rs. \_\_\_\_\_ for travelling expenses has been paid to the nurse.

Conduct and efficiency or other remarks.

(Signed) \_\_\_\_\_,

NUMBER OF COPIES  
REQUIRED. { Order complete.  
Letter only.  
Order complete with Letter.

ure.  
Despatched in print.

HEAD AGAIN G.O., No. DATED  
189

CURRENT No.

ENCLOSURES TO G. No.

OF GOVERNMENT

OF GOVERNMENT.

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ERS NOT FILED UP, BEING MEANT FOR DESPATCH  
IN ORIGINAL.

- A = Print in full.
- B = Not to be printed.
- P = Print abstract only.
- = Print heading only.