

Regulations for Admission to the Queen Alexandra's Imperial Military Nursing Service.

(Continued from page 320.)

VI.—DISCIPLINE AND DUTIES.

(Extracts from Regulations for Army Medical Services.)

Matron-in-Chief.

141. The Matron-in-Chief will be responsible for keeping the Service records and confidential reports from the matrons of the various hospitals regarding the character, conduct, and efficiency of the sisters and staff nurses under their control.

142. She will, by frequent inspections, keep herself acquainted with the administration of the Nursing Service in the various military hospitals.

143. She will submit to the Nursing Board recommendations for the appointment, promotion, distribution, retirement, and dismissal of members of the Service.

144. She will be responsible for maintaining a sufficient staff of special staff nurses, detailing them for duty in cases of emergency, or for service in smaller hospitals.

145. She will present every year to the Nursing Board a scheme for the annual leave of matrons and special staff nurses, and will report to the Board the arrangements made by matrons for the annual leave of sisters and staff nurses.

146. She will perform such other duties as may be from time to time determined by the Nursing Board.

Matrons.

147. Matrons will be responsible for the general nursing arrangements of the hospital, for the due performance of their duties by the sisters and staff nurses, and for the maintenance of good conduct, efficiency, and discipline amongst all members of the female nursing and domestic staff, as well as for the cleanliness and good order of the wards under their charge. She will not be responsible for nursing in wards which are set apart by the officer in charge of the hospital for cases which he may consider unsuitable for female nursing.

148. She will supervise the training of the non-commissioned officers and men of the nursing section of the Royal Army Medical Corps in nursing duties.

149. She will be responsible to the officer in charge for demanding sufficient supply, for the good condition and cleanliness, of the bedding and linen in the nurses' quarters and the wards under her nursing charge.

149A. She will frequently inspect the equipment and bedding to ascertain whether any damage has been done thereto, and will check them with the inventories periodically.

150. She will see that proper medical and nursing attendance is provided without delay for sick members of the nursing or female domestic staff.

151. She will arrange the annual leave of sisters, staff nurses, and female domestic staff, reporting thereon through the officer in charge to the Matron-in-Chief.

152. In all instances of difficulty she will apply to the officer in charge, who will render her every assistance in the performance of her responsible duties.

153. She will see that all orders and instructions of the medical officers treating the cases are duly carried out by the sisters and staff nurses.

154. When she is informed of any neglect of duty or impropriety of conduct, whether on the part of sisters, staff nurses, non-commissioned officers or men of the Royal Army Medical Corps, patients, or visitors, she will at once report it to the officer in charge (see paragraph 161).

155. She will detail a sister or staff nurse to prepare instruments and dressings at operations, and to assist at all operations in sisters' wards.

156. She will take such share in nursing as ordered by the Matron-in-Chief.

157. She will keep the books and accounts connected with the nursing staff; and a monthly record of the messing will be kept, together with a statement of the cost, vouched by bills of expenditure; the special allowances drawn by the nursing staff under paragraph 690, Allowance Regulations, being entered in liquidation thereof. The register is intended as a permanent record, and will be vouched by the signature of the Matron, and inspected periodically by the Matron-in-Chief at home, and by the Principal Medical Officer in charge abroad.

158. She will fix the hours of duty, meals, and recreation for sisters and staff nurses, subject to instructions from the Matron-in-Chief, in such a manner as will comply with Garrison Standing Orders.

159. When a staff nurse or sister is transferred from one hospital to another, the Matron will prepare a confidential report for transmission through the officer in charge for the information of the Matron under whom the sister or staff nurse will serve. On, or as soon as possible after, the 1st January, a similar confidential report will be forwarded on all sisters and nurses through the officer in charge to the Matron-in-Chief.

Sisters.

160. Every sister in a military hospital will be under the immediate supervision of the Matron, and directly responsible to her in all matters relating to conduct and discipline. She will receive and carry out such orders and instructions relative to the treatment of the sick as she may receive from the officer in charge, whom she will accompany in his visits.

161. She will be responsible for the personal cleanliness of the patients in her wards, and for the cleanliness, ventilation, lighting, warming, as well as good order of her wards and annexes. Any neglect of duty, or impropriety of conduct, whether on the part of staff nurses, non-commissioned officers or orderlies, patients, or visitors, will be reported by her to the Matron. In cases of emergency she will apply for the assistance of the orderly medical officer or non-commissioned officer on duty.

When in doubt or difficulty in any matter she will at once inform the Matron, who will, if necessary, bring it to the notice of the officer in charge, or, in his absence, to the medical officer on duty.

161A. A sister is not permitted to accept presents of any kind from any patient, or friend of any patient, whether during his illness or after his death, recovery, or departure.

161B. A sister is not, at any time, to go to wards in which she is not working, except on special business; she is not to remain in her own wards, or visit in any other wards, when off duty.

[previous page](#)

[next page](#)