

A sister may not allow staff nurses or orderlies to visit in her wards, except on business, or by special leave of the Matron.

161c. All talking in the wards, corridors, and on the stairs is strictly forbidden; a sister is required to be quiet and orderly when moving about the hospital.

161d. She is to adhere punctually to her timetables, and to be most particular in returning to her wards at the exact time specified.

161e. Sisters are not to visit each other after 10.30 p.m., but must retire to their rooms by that hour, unless special permission for late leave be obtained. Their bedrooms are to be neat and orderly, and all lights are to be extinguished therein by 11 p.m., unless special permission be given.

161f. A sister is not to absent herself from meals without permission. Except at the recognised "off-duty" times she will not absent herself from the hospital or quarters without permission.

161g. Uniform is to be worn on all occasions, both indoors and out of doors, except when on leave out of garrison, or by special permission of the Matron.

161h. Before going off duty each sister is required to put in writing on the night memorandum sheet any notes on special cases, or other important matters which may be necessary for the guidance of the night staff nurses and orderlies, or which it may be desirable to bring to the notice of the night sister. The night sister shall see that these instructions are carefully carried out. She will record the hours of her visits to each ward, and will note on the night memorandum sheet any information she may wish to bring to the notice of the ward sister. Similarly, the night sisters and staff nurses will record matters of importance for the information of the day sister.

162. In cases of fresh admissions into her ward she will ascertain when the patients last had any food, and see that they are not kept waiting for suitable nourishment. She must impress upon orderlies the importance of this duty.

162a. Sisters and orderlies should unite in showing special sympathy and kindness to the friends of those patients who are on the "dangerous list."

162b. When a death takes place the sister in charge of the ward will see that the body is reverently prepared for the mortuary, and will then inform the senior non-commissioned officer, who will proceed in accordance with para. 204, Standing Orders, Royal Army Medical Corps.

162c. When a patient is to be discharged, she will send him, together with his diet sheet and temperature chart, to the office of the Senior Medical Officer at the hour appointed.

162d. She will draw from the steward the personal equipment required for each patient on admission, and will be responsible that it is returned into store on the patient's discharge or death. A list of these articles is given in Appendix No. 14, Standing Orders for Royal Army Medical Corps.

162e. When patients are able, she will obtain their signature on the counterfoil on Army Book 42, as an acknowledgment of having received these articles, but when patients are so ill as to be unable to look after their equipment, she will cause the ward orderly to endorse the book.

162f. When the hospital clothing and necessaries have been issued to a patient on admission, she will make an inventory of the effects which he has brought

with him into hospital, and will hand these into the pack store, receiving a receipt for the same, on Army Book 42.

162g. On his discharge she will hand to the patient the receipt in her possession, in order to enable him to recover his effects from the pack store.

162h. When any case of illness or accident is brought to hospital, or in the event of any accident, emergent illness, or attempted suicide resulting in personal injury, occurring in the hospital, she will cause a medical officer to be at once informed, and, pending his arrival, will take such steps within the limits of her training as may appear to her to be necessary to meet the requirements of the case.

162i. She will be responsible that patients who have been allowed up throughout the day are in bed by 8 p.m. in winter and 9 p.m. in summer.

162j. She will see that the discharged men leave her wards in sufficient time to be present at their parade.

162k. She will visit her wards at meal times and see that the diets are properly distributed and served, and that the patients conduct themselves in an orderly manner. She will communicate any irregularity to the orderly non-commissioned officer.

162l. Sisters are earnestly requested to interest themselves in the home circumstances of men being invalided as permanently unfit, and make such representations as may be necessary to the Matron for the information of the officer in charge.

163. The sister will daily receive from the steward the wines, spirits, or malt liquor ordered for the patients in her wards, and be responsible for their correct distribution, in accordance with the orders of the officers.

163a. When the daily diets and extras have been entered on the diet sheets by the officers, she will complete and sign the Diet and Extra Sheet Summary (Army Form F 734). She will then check and countersign these forms and transmit them to the steward.

164. She will take over from the steward the equipment shown on the ward inventories (which will not include bedding or patient's personal equipment), and she will be responsible for the same to the quartermaster, or to the officer in charge if there is no quartermaster.

164a. She will take over from the steward the regulated quantity of bedding for each ward.

164b. Sisters must take care that there is no waste of provisions, coals, gas, water, or other articles. Hospital forms must not be used for notes, &c. They must exercise the strictest economy compatible with the adequate supply of the patients' needs in the use of mackintosh, bandages, tow, lint, cotton wool, and all surgical dressings.

164c. Sisters are responsible for the linen allotted to their respective wards and for its good condition.

165. The sister will immediately report to the officer in charge, or to the quartermaster in a hospital in which one is doing duty, all damages or deficiencies chargeable against patients and others, as well as breakages of crockery or table glass, which, when shown to be caused by accident, are, in accordance with Regulations for Army Service Corps Duties, chargeable to the public.

166. She will have charge of books issued to patients from hospital or garrison libraries, and will prevent

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