

## IV.

## QUARTERS.

1. Furnished apartments will be provided for the staff.

This will include a mess-room, reading-room, kitchen, and offices; a sitting-room and bedroom for the Head Sister; and a separate bedroom for each Nursing Sister.

Fuel and lights will be provided throughout the quarters.

The mess, which it will be obligatory on all the members of the staff to join, will be furnished with the necessary requisites of plate, linen, glass, &c., and the mess accounts will be audited quarterly.

2. The Head Sister will be President of the Mess, and she will be charged with the duty of maintaining due order and regularity, as also with the general duty of causing the rules and regulations of the Hospital to be strictly adhered to in the quarters.

3. Wines or other stimulants are not to be introduced into the sleeping rooms except under medical order in cases of sickness.

4. The Nursing Sisters are to keep their sleeping rooms in a tidy and orderly condition, and stores belonging to the wards are not to be kept therein.

5. They are not to be absent from prayers or from meals except with the sanction of the Head Sister.

## V.

## SERVANT.

Maid servants will be appointed for attendance on the staff at each Hospital, and they will be borne on the Hired List.

Their wages at home will be on the scale authorised by their Lordships, and they will be allowed 1s. 6d. a day in lieu of provisions (which will be paid to the Head Sister), and 1s. a week for the washing of their personal linen. At Malta the wages will be 2s. 3d. a day without any allowance, board, or uniform.

They will also be allowed annually—

At home: Two print dresses, six white aprons, six white caps, six white collars, which will be washed at the Hospital laundry. No uniform allowed abroad.

## VI.

## UNIFORM.

1. Each Head Sister and Nursing Sister will be provided with the following articles of uniform:—

Navy blue serge dresses with scarlet cashmere cuffs, and, above the right elbow, an embroidered badge consisting of a red Geneva cross on a white ground in a gold border, and above, Her Majesty Queen Alexandra's monogram, viz., two A's red interlacing an anchor and cable gold, the whole surmounted by the Imperial Crown, three annually.

Cape to match dress, one annually.

Muslin caps, six annually; plain linen collars, twelve annually; cuffs to match, twelve annually; white aprons, twelve annually. These will be washed at the Hospital laundry.

Navy blue straw bonnets, with navy blue ribbons, two annually.

Navy blue tweed cloaks (with sleeves), one summer one winter, biennially.

2. Uniform is always to be worn when on duty within the precincts of the Hospital.

At Malta, in hot weather, white cotton blouses with the regulation cuffs and badges are to be worn instead of the blue body of the dress, and all Nursing Sisters are to dress alike. Four blouses allowed annually.

4. Head Sisters and Nursing Sisters dismissed for misconduct, or resigning their appointments, must return all articles of uniform that have not been worn twelve months.

## VII.

## OFFICIAL POSITION.

The Head Sister and Nursing Sisters are to be regarded as Officers of the Hospital, taking a position immediately after the Surgeons, and are at all times to receive the respect due to their position.

## VIII.

## FOREIGN SERVICE.

The duties of the Head Sisters and Nursing Sisters will be limited to the Hospitals to which they are attached, but they will be liable to be transferred to other Naval Hospitals at home and abroad, as well as, in exceptional cases, to Hospital Ships. First-class railway passes will be supplied to them when sent on duty by rail.

## IX.

## DUTIES OF HEAD SISTER.

1. The Head Sister will, in addition to the nursing of her own cases and charge of her own wards, exercise general control and supervision over the Nursing Sisters, visiting the wards where they are employed at any time she may think proper.

2. She is to allot specific duties to the Nursing Sisters, distributing them through the wards as may be considered necessary by the Principal Medical Officer; and she is to be careful to see that all the orders and instructions of the Medical Officers for the treatment of cases are punctually and fully carried out by the Nursing Sisters.

3. She is also, under the direction of the Medical Officers in charge of wards, to arrange the detail of night duties for the Nursing Sisters, and for the sick-berth staff under instruction.

## X.

## DUTIES OF NURSING SISTERS.

1. The Nursing Sisters will receive their instructions from the Medical Officer in charge of the wards to which they are attached. The Medical Officer will also determine, as he may judge fit, according to circumstances, the hours at which the Nursing Sisters are to attend and are to be relieved.

When possible, they will be allowed two hours daily for recreation.

2. They will be assisted in the wards by Stewards and attendants of the sick-berth staff, to the latter of whom they will give such instruction in nursing as may be necessary.

3. They will be responsible for the personal cleanliness of the patients who are confined to bed; and for seeing that all medicines, appliances, diets, and "extras" are administered according to the instructions of the prescribing Medical Officers, whom they are to accompany in their visits to the patients under their care, duly noting the orders that may be given.

4. They are to attend and render assistance at surgical operations when required.

5. They are not to remain in or visit the wards when not on duty unless officially sent.

6. On the death of a patient, the Nursing Sister of the ward is to communicate the fact immediately to the Medical Officer of the ward, the Head Sister, and the Ward Master.

The Ward Master will then, in the presence of the Nursing Sister, the attendant of the ward, and two of

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