

own wards, exercise general control and supervision over the Sisters, visiting the wards where they are employed at any time she may think proper. (2) She is to allot specific duties to the Sisters, distributing them through the wards as may be considered necessary by the Medical Officers in charge; 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 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 Sisters, and for the sick-berth staff under instruction.

X.—(1) The 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 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 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 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 Sister, the attendant of the ward, and two of the patients, take an account of any articles which the deceased has left, and, after the same has been duly signed by those persons as witnesses thereto, he is to take it with the articles to the Storekeeper. (7) The Sisters are to assist in training the sick-berth attendants in practical Nursing duties, in the method of handling patients, applying dressings, administering medicines, diets, and "extras," and in sick room cookery. (8) They are to represent without delay any neglect of duty, or impropriety of conduct, on the part of any of the sick-berth staff or patients, to the Ward Master, who is responsible for the maintenance of discipline in the wards, as well as for the cleanliness of the wards, passages, staircases, furniture, &c. A report by the Sister to the Head Sister, detailing

the facts, is to be made in all such cases. (9) If Sisters are in any doubt or difficulty, reference is to be made at once to the Head Sister, who will, if necessary, bring the matter to the notice of the Medical Officer in charge of the ward, or Medical Officer on duty. (10) All reports or suggestions which Sisters may have to make relating to their duties are to be submitted through the Head Sister to the principal Medical Officer, for the consideration of the Medical Director-General. (11) No member of the staff is at any time to accept a present from a patient or his friends; and any letters received by the Sisters from patients are to be shown to the Head Sister. (12) The Medical Officer in charge of wards will, without delay, notify to the Head Sister any neglect or misconduct on the part of a Sister, and, if necessary, he will also report the same to the Principal Medical Officer, who is to forward a full report of the case to the Medical Director-General.

XI.—(1) Provided their services can be spared, a Head Sister may be granted leave for forty days in the year, and a Sister for thirty-two days, in both cases inclusive of Sundays. They may be allowed, in addition, an afternoon once in fourteen days, and every fourth Sunday from eight a.m. to ten p.m. (2) Of this leave, four days at a time may be granted by the Principal Medical Officer; but for any period exceeding four days the approval of the Medical Director-General will be necessary on the recommendation of the Principal Medical Officer. (3) In the case of the Head Sister, the application is to state the name of the Sister who will undertake her duties. (4) At Malta Hospital each Sister will be allowed thirty-two days leave a year, as at home, but with the option of reserving it from year to year for lengthened leave on return to England, provided that arrangements be made without putting the public to any expenses in providing substitutes; the maximum leave reserved being three months.

XII.—In the event of a Head Sister or Sister becoming ill, she will be entitled to medical attendance in the establishment, and will be dieted in accordance with the prescription of the Medical Officer attending her. She will receive her full salary and laundry allowance, but not the allowance of 1s. 6d. a day in lieu of provisions. If the illness is clearly attributable to the service, no further deduction will be made; but if not attributable to the service, the case will be considered after forty-two days, and dealt with according to circumstances.

COSY-COTTON FLANNEL AND FLANNELETTES are admirably adapted for this ever-changing climate. For Night-Gowns, Dressing Jackets, Dressing Gowns, Shirts, Pyjamas, Skirts, Blouses, Tennis, &c. Plain Colours, Stripes and Checks, from 4½d. per yard. Patterns Free (mention *Nursing Record*).—C. Williamson, 91, Edgware Road, London.

[previous page](#)

[next page](#)