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# ST. LUKE'S HOSPITAL,

## HOUSE REGULATIONS.

AUTHORIZED BY THE BOARD OF MANAGERS.



NEW YORK:  
W. REID GOULD, STATIONER AND PRINTER,  
168 Nassau Street.

1877.





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## HOUSE REGULATIONS.

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### CHAPTER I.

#### OF THE ATTENDING PHYSICIANS AND SURGEONS.

1. The Physicians and Surgeons shall make such arrangement among themselves that there will always be one of each at the service of the Hospital after the following manner :

2. The Attending Physician shall visit the medical wards once every day, and oftener if necessary. At such visits, he shall enquire whether his directions and prescriptions have been observed, and shall advise the resident Physician of any patients who can be reported as fit for discharge.

3. The Attending Surgeon shall visit the surgical wards at least three times a week, and oftener when necessary, and every surgical patient under his care, respectively, once a week. At such visits he shall advise the resident physician of any patients who can be reported as fit to leave the Hospital.

4. The times of the Physicians' and Surgeons' attendance shall be so arranged by them, as not to interfere with each other, and so that the Resident Physician and Resident Surgeon, may respectively accompany them in their visits. They shall also regard the general order and convenience of the house, not making their visits at the time of the patients' meals, nor during the hours of Divine Service on Sundays.

5. It shall be their duty, during their respective terms of attendance, to prescribe and direct the treatment of all the patients in their division, but in cases of emergency admitting of no delay, the Attending Physician or Surgeon being absent, the Resident Physician or Resident Surgeon shall prescribe, and report to the Physician or Surgeon, as the case may be, at the next visit.

6. If any physician or surgeon shall be prevented from attending in his turn, he shall procure one of the other physicians or surgeons, belonging to the Hospital, to attend in his stead.

7. No capital operation, except in cases of immediate danger, shall be performed without the previous approbation of at least two surgeons, nor without inviting all the physicians and surgeons belonging to the Hospital to be present at the operation ; nor shall it be performed other than by the attending surgeon, except in cases of immediate danger, and in his absence, when the resident surgeon may act. As soon as any capital operation is contempla-

ted, the Pastor and Superintendent of the Hospital shall be apprised thereof.

8. The Attending Physician or Surgeon shall not be entitled to any fee, or pecuniary compensation, either from patients in the general wards, or from those occupying private rooms who come under his care in the course of his ordinary attendance; neither shall he retain the charge of a private patient after his term of duty expires.

9. Whenever a private patient desires to be treated by one of the physicians or surgeons belonging to the Hospital, out of his regular time of attendance, the physician or surgeon so employed shall be entitled to receive from said patient such fees or pecuniary compensation as his services would elsewhere claim.

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## CHAPTER II.

### OF THE RESIDENT PHYSICIAN AND RESIDENT SURGEON.

1. The Resident Physician and Resident Surgeon are nominated by the Superintendent, and appointed by the Executive Committee, on recommendation of the Examining Committee of the Medical and Surgical Board of the Hospital. They are ordinarily the Assistants of the previous twelve months, but this rotation is not invariable, and can be set aside at the pleasure of the Executive Committee.

2. They shall make their morning and evening rounds

of the Wards at the hours that best comport with the established order of the house ; that is to say, they shall, respectively, begin their morning round at 8 a. m., from May 1st to November 1st, and 8 1-2 a. m. from November 1st to May 1st ; and their evening round immediately after the chapel service. They shall, each in his division, record precisely and legibly all prescriptions and directions for their administration in the Ward book provided for this purpose. In the same book they shall also indicate the class of diet needed by the patient, whether ordinary, most nourishing, or otherwise, leaving the details of the same to the Sisters of the Ward.

3. They shall visit new patients immediately upon their admission to the Ward, and shall advise the Sister on duty concerning the necessities of the case, and the propriety of applying the usual bath. They shall further be ready at all times to give the Sister such instructions concerning the diseases under treatment as is necessary to the intelligent nursing of the sick.

4. In any medical or surgical case of emergency the Resident Physician or Surgeon shall request the immediate attendance of the Visiting Physician or Surgeon, and if he can not be found, of any other of the Physicians or Surgeons of the Hospital.

5. They shall respectively make the entries in the Admission and Discharge books, according to the prescribed forms, review and correct the history of cases taken by

their assistants, and report the same to the Attending Physician and Surgeon at their next visit.

6. They shall not remove patients from one ward to another, without the approbation of the Superintendent.

7. They shall respectively examine patients applying at the Hospital for admission, and report upon them to the Superintendent.

8. They shall not discharge patients ; when any are fit to leave they shall report the same to the Superintendent or the House Mother.

9. Together with their assistants, the Resident Physician and Resident Surgeon shall respectively accompany the Attending Physicians or Surgeons in their visits to the wards, and shall report the state of each patient.

10. The Resident Physician and Resident Surgeon shall not be absent from the Hospital more than is required for needful recreation, *i. e.* of an evening, (from 5 p.m.) not oftener than twice a week, always returning at a seasonable hour ; and on the intervening days, not more than from two to three hours, at any time most convenient for their work. The two Residents shall never be absent at the same time ; nor yet a Resident and the Assistant of his division. For absence from the city, they must obtain leave of the Superintendent.

11. They shall not engage in any other business than that of the Hospital ; nor shall they practice outside of

the regular patients of the house ; neither may they receive any fee or emolument from patients or their friends.

12. The Resident Surgeon shall have charge of all medical and surgical instruments and apparatus, and shall be responsible for them, and for their being kept in good order. He shall keep an inventory of the same, inserting therein any additions from time to time made, with a memorandum of the physician or surgeon by whom the purchase was suggested.

13. They shall make no *post-mortem* examination without the sanction of the Superintendent, and the consent of the relatives of the deceased.

14. It shall be their particular duty to see that the male patients of their respective divisions are properly bathed, and that their bath-rooms and water-closets are kept perfectly clean and well-aired.

15. They shall inform the Superintendent and House Mother whenever an operation is decided upon ; and shall confer with them, from time to time, on whatever may concern the well-being of the patients, or the general interests of the Hospital in their departments.

16. It is further expected of them that they will bear in mind the Christian character of the house ; governing themselves in those things which cannot be laid down in rules, by the spirit of the motto : "CORPUS SANARE, ANIMAM SALVARE ;" and always exercising towards the patients that brotherly kindness which is its fundamental law.

## CHAPTER III.

OF THE RESIDENT PHYSICIAN'S AND RESIDENT SURGEON'S  
ASSISTANTS.

1. The Assistants are nominated by the Superintendent and appointed by the Executive Committee, on recommendation of the Examining Committee of the Medical and Surgical board of the Hospital. They do not reside in the house, but attend during the day and have their meals there.

2. The Assistants shall be governed by the rules laid down for the Resident Physician and Surgeon, so far as the general order of their department is concerned, and it shall be incumbent upon the Residents so to instruct them.

3. The Assistants shall keep a record of all the cases which occur in their respective divisions. In the record shall be entered the name, age and occupation of each patient ; the probable cause and history of his disease : the remedies used before and after admission ; the name of the attending Physician or Surgeon ; his daily reports of the case ; the termination of the disease either in recovery, relief or death ; and such other circumstances as may tend to illustrate the case.

4. With the sanction of the Superintendent, a two weeks vacation, in the course of the year, shall be accorded both to the Residents and the Assistants.

## CHAPTER IV.

## OF THE HOUSE-MOTHER.

1. The House-Mother must be a Christian woman of capacity and experience befitting the direction of a large household. She is chosen by the Pastor with the approval of the Executive Committee.

2. She shall visit the wards at least once every day, counseling and aiding the Sisters in their work, and procuring for them such supplies and appliances as they may need.

3. She shall be responsible for the neatness and good order of the house, and for the right management of the wards, and shall exercise a mother's care, as to the welfare of the patients, and the comfort and accommodation of those employed in the hospital.

4. She shall have the arrangement and oversight of the diet, and of all the other domestic departments; and shall engage and discharge the servants and other attendants, employing so much hired assistance as, in her judgment, she deems necessary.

5. She shall manage all the outlays and supplies of the House, apportioning them at her discretion, being thoughtfully liberal and frugal, as an almoner and steward of the Lord.

6. She shall receive from the Physicians and Surgeons

such information as she may require with regard to any of the patients ; she shall be advised of any unexpected change for the worse in any of them, and shall in all such respects be treated with the consideration due to the Mother and chief care-taker of the family.

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## CHAPTER V.

### OF THE ASSISTANT SUPERINTENDENT.

1. The Assistant Superintendent is chosen by the Superintendent, and appointed at a salary, by the Board of Managers. He must be an unmarried man, residing in the Hospital.

2. It shall be his duty to assist the Superintendent in all those parts of his administration in which he may desire his aid ; and to serve as clerk to the Board of Managers.

3. On the day following a meeting of the Board, he shall enter in their Journal a fair copy of the minutes taken by the Secretary, together with such reports and other papers as the Board shall direct.

4. He shall transact the business of the Office under the Superintendent. He shall be the Cashier of the House, and shall keep accurate accounts of all moneys received and paid out, and shall exhibit the same with

the vouchers thereof to the Executive Committee monthly, and to the Superintendent whenever it is desired.

5. He shall not admit any non-paying patient without the approbation of the Superintendent.

6. It shall be his duty to see that the buildings and grounds are in good order, and to make a round of all the premises at least once every day.

7. He shall take care that the subordinate male employees use their time well, and see that they keep good hours.

8. When desiring to be absent from the Hospital he must obtain the permission of the Superintendent.

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## CHAPTER VI.

### OF THE PATIENTS.

1. All Patients admitted to the Hospital will be required to conform to the Regulations of the Wards, and with the order of the House in general, as far as it concerns them, which they are expected to do with a kind and complying disposition, showing a readiness to oblige one another, and to assist in such becoming services in the Wards as their health enables them to perform, remembering they have voluntarily come into a household of which the great law is that of mutual kindness and brotherly love.

2. Profane or indecent language, irreverent behavior at the Services of Religion, the expression of immoral or infidel sentiments, and the like are offences for which a Patient is liable to forfeit his place in the Hospital.

3. Patients are not allowed to leave the Wards to which they respectively belong, except for the Corridors attached to their Wards, and the Chapel, unless on permission.

4. When desiring to go beyond the bounds of the Hospital, Patients must obtain a Pass, and show it at the office.

5. All wines and spirituous liquors, but those prescribed and furnished by the Hospital, are strictly prohibited in the Wards. Smoking tobacco is not allowed in the House.

6. Newspapers, Magazines, and all reading matter are subject to the inspection of the Pastor of Hospital.

7. When a Patient desires the visit of a clergyman not in the House, he must signify the same to the Pastor, who will invite the Clergyman, with the understanding that he will confine his visits to the person desiring to see him.

8. No officer or servant of the household is allowed to receive any gift or fee from a patient.









