

COLL. CAT

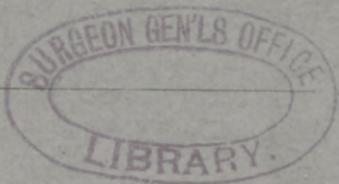
57
54
1830

BY-LAWS

—AND—

REGULATIONS

NEW YORK CANCER HOSPITAL.



ADOPTED, NOVEMBER 15TH, 1887.

NEW YORK CANCER HOSPITAL

BY-LAWS.

MEETINGS.

ARTICLE 1. The Board of Managers shall meet regularly on the third Tuesday of every month.

ARTICLE 2. The Annual Meeting for the election of Officers shall be held in April.

ARTICLE 3. The President with any two members may call a special meeting, giving not less than one day's notice.

ARTICLE 4. Six members shall constitute a quorum for the transaction of ordinary business; and an absence from five consecutive meetings, without reasonable excuse, shall be deemed a resignation.

OFFICERS.

ARTICLE 5. At the Annual Meeting the Board of Managers shall elect by ballot a President, Vice-President, Treasurer, and Secretary, who shall hold office until their successors shall be elected and shall accept office.

ARTICLE 6.—The election of Managers shall be by ballot at any regular meeting. A two-thirds vote of all the Managers shall be necessary for election. The Secretary shall give notice in writing of such election three days in advance of the meeting, and nominations shall be made at the regular meeting preceding the election.

THE PRESIDENT.

ARTICLE 7. The President, and in the event of his absence, the Vice-President, shall preside at all meetings of the Board of Managers. He shall appoint all Committees unless otherwise directed by the Board of Managers.

THE TREASURER.

ARTICLE 8. The Treasurer shall receive and take charge of all the funds of the Hospital, subject to the order of the Board of Managers. He shall keep accounts of all receipts and expenditures, and furnish, from time to time, as may be required, a detailed statement of the financial condition of the Hospital. He shall pay out no money without a resolution of the Board of Managers, or written authority of the Executive Committee or its Chairman. He shall render an account, audited by the Finance Committee, at the annual meeting.

THE SECRETARY.

ARTICLE 9. The Secretary shall keep records of the proceedings of the Board of Managers, and shall notify each Manager, three days in advance, of all meetings. He shall notify all officers of their election; he shall have the custody of the seal of the corporation; and he shall prepare the Annual Report.

ASSOCIATE BOARD.

ARTICLE 10. There shall be an Associate Board of Managers, composed of ladies and gentlemen who are interested in the cause of the Hospital, and who are willing to devote some time to its affairs by co-operating with the Executive Committee in matters of administration, and especially in measures to be adopted for raising funds, and in making known to the public the work and the needs of the Hospital.

ARTICLE 11. Members of the Associate Board shall be elected at a regular meeting of the Board of Managers, nominations having been made a month in advance. A two-thirds vote of all the Managers present shall be necessary for election.

EXECUTIVE COMMITTEE.

ARTICLE 12. Five of the Managers, one of whom shall be a lady, and another a physician or surgeon, shall constitute the Executive Committee. Each member shall serve in rotation, unless excused by the President—who shall arrange for the retiring of two members and the appointment of two others every month.

ARTICLE 13. It shall be the duty of the Executive Committee to meet weekly and make regular examinations of the Hospital and premises; to regulate the admission and discharge of patients; to examine and audit the Superintendent's accounts; to inspect the records of the Medical Officers, and to assign them to service. It may authorize the expenditure of money not exceeding \$100 in amount for any purpose. It shall make the Regulations, subject to the approval of the Board of Managers, and shall provide for religious services on Sundays.

ARTICLE 14. One of the members shall act as Secretary, and furnish to the Board of Managers full minutes of its meetings.

INSPECTING COMMITTEE.

ARTICLE 15. There shall be an Inspecting Committee consisting of one of the Lady-Managers and two members of the Associate Board.

ARTICLE 16. The Committee shall be assigned to duty by the President, and its membership shall be changed every month.

ARTICLE 17. It shall be the duty of the Inspecting Committee to visit the Hospital weekly and to record its observations in a book kept by the Superintendent, which shall be submitted to the Executive Committee of the Board of Managers at its regular meetings.

FINANCE COMMITTEE.

ARTICLE 18. There shall be a Finance Committee consisting of five Managers, the duty of which shall be to devise means of procuring funds, and to audit all bills authorized by the Executive Committee.

THE MEDICAL STAFF.

ARTICLE 19. The Medical Staff of the Hospital shall consist of Consulting Physicians and Surgeons, Attending Physicians and Surgeons and their Assistants, and a House Staff.

ARTICLE 20. The Consulting and Attending Physicians and Surgeons and their Assistants shall be appointed by the Board of Managers, and shall hold office during its pleasure.

ARTICLE 21. Each Attending Physician and Surgeon shall have the privilege of nominating two Assistants to the Board of Managers for election.

ARTICLE 22. The Consulting Physicians and Surgeons may be called upon for advice in important cases. They shall have the privilege of treating in the private rooms such patients as they may send to the hospital, the number not to exceed four at one time. They shall be invited to attend all capital operations.

ARTICLE 23. The Attending Physicians and Surgeons shall visit the Hospital at least twice a week, and the Assistant Surgeons shall be in attendance daily or at such times as the Attending Staff may direct.

ARTICLE 24. The regulation of the service shall be under the direction of the Executive Committee, subject to the approval of the Board of Managers.

ARTICLE 25. Each Physician and Surgeon shall be responsible for the records of the patients entrusted to his care.

ARTICLE 26. The House Staff shall consist of Graduates in Medicine, and shall be appointed by the Attending Physicians and Surgeons, subject to the approval of the Board of Managers. The term of service of Members of the House Staff shall be defined, and their duties regulated, by the Executive Committee.

THE PATHOLOGIST.

ARTICLE 27. A Pathologist shall be nominated by the Physicians and Surgeons and appointed by the Board of Managers.

ARTICLE 28. It shall be his duty to conduct all post-mortem examinations; to make chemical and microscopical analyses when necessary, and to preserve, catalogue and properly arrange all specimens belonging to his department.

ARTICLE 29. He shall report annually (or whenever called upon) to the Board of Managers.

THE SUPERINTENDENT.

ARTICLE 30. A Superintendent shall be appointed by the Board of Managers, and shall have charge of the Hospital and

premises. He shall report to the Board of Managers or its representatives as it may direct.

ARTICLE 31. He shall purchase all supplies, engage and dismiss all employees, and admit and discharge all patients, subject to the approval of the Executive Committee.

ARTICLE 32. He shall keep the books of the Hospital and shall keep a record of all patients admitted and discharged; he shall provide the diet prescribed; shall make a daily inspection of the entire building and premises; shall take charge of all money and valuables belonging to the patients; and shall notify friends of patients in case of death. No autopsy shall be made without his permission. He shall keep a press copy of all correspondence relating to the Hospital, including notices to the relatives and friends of deceased patients.

ARTICLE 33. He shall perform such other duties as the Board of Managers may from time to time direct.

THE HOUSEKEEPER.

ARTICLE 34. A Housekeeper may be employed by the Superintendent, with the approval of the Executive Committee, to take charge of the domestic affairs of the Hospital, subject to his direction.

NURSES.

ARTICLE 35. All nurses shall be under the immediate supervision of a Head Nurse, who shall regulate their duties under the direction of the Superintendent.

ARTICLE 36. The Head Nurse shall have special charge of the operating and examining rooms.

CHANGES IN BY-LAWS.

ARTICLE 37. These By-Laws can be amended only by a two-thirds vote of the Board of Managers at a regular meeting, notice of the proposed change having been given at the previous regular meeting.

REGULATIONS.

ADMISSION OF PATIENTS.

ARTICLE 1. All patients suffering from cancer, whose condition admits of cure or relief, shall be admitted by the Superintendent with the approval of one of the Medical Officers of the Hospital.

ARTICLE 2. After admission the patients shall be assigned in rotation to the Surgeons and Physicians on duty, unless they bring a card signed by one of the Attending Staff, in which case they shall be assigned to his service, if so desired by him.

ARTICLE 3. If, on admission, patients express a preference for the service of a given surgeon or physician, they shall be assigned accordingly, unless there is some good reason for doing otherwise.

ARTICLE 4. No transfer of patients from one service to another shall be allowed without the consent of both the Surgeons or Physicians concerned.

ARTICLE 5. Patients may apply for admission at the Hospital between the hours of 10 A. M. and 4 P. M. daily; and at the Out-patient Department, from 11 A. M. to 12 M., every day except Sundays.

ARTICLE 6. Patients who are too ill to present themselves in person will, on proper application, be visited and examined by one of the medical officers of the Hospital.

ARTICLE 7. Patients living out of town should submit to the Superintendent an application in writing, accompanied by a statement of their case by some responsible physician, before presenting themselves at the Hospital.

ARTICLE 8. Visitors to patients will be admitted daily between the hours of 11 A. M. and 12 M., or between 4 and 5 P. M. Relatives of patients may be admitted at other hours by permission of the Superintendent.

ARTICLE 9. All food, delicacies, and stimulants intended for

patients must be left at the Superintendent's office, and will be delivered to patients only on the order of the House Surgeon.

ARTICLE 10. The charge for Board in the wards and private rooms shall be at rates fixed by the Executive Committee. These rates will include all expenses except those of a special nurse. All charges may be remitted in whole or part by the Executive Committee, or in the intervals of its meetings, by the Superintendent.

ARTICLE 11. All payments shall be made weekly, in advance. The day of entering and the day of leaving shall be counted as full days.

ATTENDING STAFF.

ARTICLE 12. Officers of the Attending and Assistant Staff shall register their names and the date of each visit in a book kept for the purpose.

ARTICLE 13. The Physicians and Surgeons shall make requisitions for all instruments and supplies which may be required. The requisitions shall be countersigned by the Superintendent and approved by the Executive Committee before purchases are made, except in cases of emergency.

ARTICLE 14. A diet list shall be furnished to the Superintendent by the Medical Staff for his guidance.

THE HOUSE STAFF.

ARTICLE 15. Members of the House Staff shall visit each patient in the Hospital at least once every day, and oftener in critical cases, or if requested by the patients.

ARTICLE 16. They shall not engage in practice outside the Hospital, and shall not receive fees from patients.

ARTICLE 17. No member of the House Staff shall be absent from the Hospital all night without the knowledge of the Superintendent, and one member shall always be present.

ARTICLE 18. In the absence of the Attending or Assistant Staff they shall examine such patients as may apply without cards of admission, and report to the Superintendent. No patient shall be refused admission without the knowledge of one of the Attending Physicians or Surgeons, or an Assistant.

ARTICLE 19. They shall make all examinations and administer all treatment, when practicable, in the private or examining rooms, and with the assistance of a nurse.

ARTICLE 20. They shall notify the Superintendent promptly in all cases of death; and with the approval of the Attending Physicians or Surgeons or their Assistants, they shall report to the Superintendent those patients who are ready to be discharged.

ARTICLE 21. They shall not make any transfer of patients without the approval of the Attending Staff and the knowledge of the Superintendent.

ARTICLE 22. They shall not perform or take part in any autopsies.

ARTICLE 23. They shall keep an inventory of all instruments and appliances in the operating and examining rooms, and shall be responsible for the good condition of the same.

ARTICLE 24. No instrument or appliance shall be removed from the Hospital without the consent of the Superintendent.

ARTICLE 25. They shall be responsible for full and accurate records of all patients treated.

ARTICLE 26. They shall perform no operations, except in a case of emergency, without the consent of a member of the Attending Staff.

ARTICLE 27. At the close of their term of service they shall be entitled to a diploma on the recommendation of the Attending Staff.

OUT-PATIENT DEPARTMENT.

ARTICLE 28. The Out-patient Department shall be for the care of such patients as do not need hospital treatment, and for the selection and examination of such as wish to enter the Hospital. It shall be in charge of the Assistant Physicians and Surgeons of the Hospital, who shall register their hours of attendance and keep records of the patients treated.

ARTICLE 29. The Out-patient Department shall be open daily except Sunday, from 11 A. M. to 1 P. M.

ARTICLE 30. All advice and treatment in the Out-patient Department shall be gratuitous, but medicine will not be furnished.

