

BY-LAW NO. 1256

BEING A BY-LAW of the City of North Bay to appoint a "North Bay Hospital Commission" for the year 1937.

WHEREAS under the City of North Bay Act, being Chapter 111-1931 Statutes of Ontario, it is required that a Commission known as "The North Bay Hospital Commission" shall be appointed at the first meeting of the Council in each year.

THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY ENACTS AS FOLLOWS:

THAT the following ratepayers, namely:

GEORGE DEEGAN

S. WAISER

Mrs. M. B. DOUGLAS

D. J. SAYA

be the four members of the North Bay Hospital Commission for the year 1937.

THIS BY-LAW shall go into effect immediately upon the passing thereof.

READ a First Time in Open Council this 4th. day of January, 1937.

READ a Second Time in Open Council this 4th. day of January, 1937.

Rules of Order were suspended and By-Law read a Third Time short and Passed this 4th. day of January, 1937.

*R. Rowett*  
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M A Y O R

*H. Pilley*  
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C L L E R K

**BY-LAWS**

**QUEEN VICTORIA MEMORIAL HOSPITAL - NORTH BAY, ONT.**

WHEREAS the Governing Body of the Hospital deem it expedient that all By-Laws of the Hospital heretofore enacted be cancelled and revoked and that the following By-Laws be adopted for regulating the affairs of the Hospital.

NOW THEREFORE BE IT ENACTED and it is hereby enacted that all By-Laws of the Hospital hereto enacted be cancelled and revoked and that the following By-Laws be substituted in lieu thereof:-

**FISCAL YEAR**

**BY-LAW # 1**

1- The Hospital Year shall commence on the First day of October in each year and end on the Thirtieth day of September following.

**BY-LAW # 2**

**CONTROL AND MANAGEMENT**

1- The Control and Government of the Hospital shall be and hereby is vested in a Commission of five persons, four of whom shall be appointed by the Council of the City of North Bay at its first sitting in the month of January, together with the Mayor for the time being, and shall hold office until their successors are appointed.

**PRIVATE BILL**

WHEREAS the Municipal Council of the Corporation of the City of North Bay has, by petition, represented that the Queen Victoria Memorial Hospital of the City of North Bay has acquired lands and premises in the City of North Bay, consisting of a Hospital and Nurses' Home, and has equipped and operated the same as Hospital and Nurses' Home respectively, for about thirty years, and the Nurses' Home has, since its purchase, been used and occupied by the Nurses employed at the said Hospital.

AND WHEREAS owing to the rapid growth and expansion of the City of North Bay and the territory to be served by the said Hospital adequate Hospital service must be maintained and developed.

AND WHEREAS the Municipal Corporation of the City of North Bay has for some years paid to the Queen Victoria Memorial Hospital certain considerable sums of money to assist the said Hospital to function.

AND WHEREAS the said Queen Victoria Memorial Hospital has applied to the said Municipal Corporation of the City of North Bay to take over the said Hospital property and Nurses' Home and to operate and maintain the same as a General Hospital and Nurses' Home.

AND WHEREAS at the Municipal Elections held in the City of North Bay on the second day of December, A.D. 1929, there was submitted to the Municipal Electors under the provisions of the Municipal Act, R.S.O. 1927, Chapter 23, in that behalf the question "Are you in favour of the City of North Bay accepting the property, equipment, and supplies of the Queen Victoria Memorial Hospital at North Bay, said Hospital then to be owned and operated as a Civic Hospital?" AND WHEREAS at such Election in the City of North Bay, 2056 Electors voted in the affirmative and 1333 Electors in the negative.

AND WHEREAS the Municipal Council of the City of North Bay has agreed to take over and operate the said Hospital and Nurses' Home upon the said Municipal Corporation of the City of North Bay being authorized and empowered to carry out such proposal.

AND WHEREAS the said Petitioners have prayed that an Act may be passed for such purposes; and whereas it is expedient to grant the prayers of the said Petition:

THEREFORE HIS MAJESTY BY AND WITH THE ADVICE AND CONSENT OF THE LEGISLATIVE ASSEMBLY OF THE PROVINCE OF ONTARIO ENACTS AS FOLLOWS:

1- The Queen Victoria Memorial Hospital of the City of North Bay is hereby authorized and empowered to transfer and convey to the Municipal Corporation of the City of North Bay all the real and personal Estate and property belonging to and held by the said Queen Victoria Memorial Hospital, including the Hospital and Nurses' Home properties and all equipment and supplies in respect of the same, and the said Municipal Corporation of the City of North Bay is hereby authorized and empowered to accept and hold such property and to operate and maintain the same as a Civic General Hospital and the said Queen Victoria Memorial Hospital and Municipal Corporation of the City of North Bay are each of them hereby authorized and empowered to enter into and execute all proper conveyance and Agreement for and in connection with the transfer of the said property from the said Queen Victoria Memorial Hospital to the said Municipal Corporation of the City of North Bay.

2- The conduct of the affairs of the said Hospital shall be vested in a Commission of five trustees to be known as the North Bay Hospital Commission to be appointed as follows:-

(a) Four members appointed by the Municipal Council of the City of North Bay, said Trustees to be appointed at the first meeting of Council next after date fixed for the commencement of the Act, approving of the agreement, and thereafter appointments shall be made at the first meeting in each year of the said Municipal Council. The vacancies from any cause on such Commission may be filled by the Municipal Council at any time.

(b) The Mayor for the time being of the City of North Bay.

3- The Corporation of the City of North Bay in taking over the said property and assets of the said Queen Victoria Memorial Hospital at North Bay are hereby authorized and empowered to assume the same subject to the payment by the Corporation of any liabilities that may be against the same, and to enter into an undertaking, indemnifying the said Queen Victoria Memorial Hospital against any such liability.

4- The said Corporation shall have the right and power to acquire such further real estate or other property or equipment as it may, from time to time, consider necessary for the purpose of properly conducting the efficient operation of the General Hospital and Nurses' Home for the said Municipality, and to erect and maintain on their property such buildings as they may consider necessary for such purchases.

5- The Corporation of the City of North Bay may, from time to time, by By-Laws passed with the assent of the Electors qualified to vote on money By-Laws, in accordance with the provisions of the Municipal Act, R.S.O. 1927, Chapter 232, raise by the issue of Debentures such sums of money as may be necessary for renewing, improving, enlarging, or adding to the Hospital buildings or Nurses' Home or to the equipment thereof, and such Debentures shall bear such rate of interest and shall be payable within such time from the date of issue as the Municipal Council of the Corporation shall determine.

6- The Municipal Corporation may also borrow moneys for use in connection with the improvement of the Hospital or Nurses' Home on the security of their Hospital property, including the Nurses' Home and execute Mortgages or Pledges to the party or parties making the advance as security for the payment thereof.

PRIVATE BILL CONT'D.

7 - Any Mortgage executed by the Municipal Corporation in pursuance of the provisions thereof may contain such covenants, provisions, conditions and powers of sale as may be agreed upon.

8- The Municipal Corporation may invest in such securities as may be deemed advisable any or all moneys which may at any time come into their possession in connection with the maintenance and operation of the said Hospital or may deposit the same in any chartered Bank or financial institution in good standing.

9- The said Municipal Corporation is hereby empowered to conduct and oper te a General Hospital in the City of North Bay and may erect, equip, and maintain any buildings required by Hospital purposes upon such sites as the Municipal Corporation may deem proper, and may maintain and conduct with their Hospital a training school for Nurses and may provide for the issue of Certificates or Diplomas to Nurses educated therein and graduated therefrom, and generally to do all things necessary or usual to be done in the maintenance and operation of a General Hospital and to provide funds therefore by imposing rates on all taxable property within the City of North Bay.

10- The said Municipal Corporation shall be capable of receiving and taking from the Government or from any person or body corporate by grant, gift, advances, or otherwise, any land or interest in land, or any goods, chattels, moneys, or effects, for the use, support, or purpose of the Hospital, without a license in mortmain, and all persons and bodies corporate shall have full and unrestricted right to give, grant, advance, and bequeath to the Corporation any land or interest in land or any construction, operation, goods, chattels, money interest, or effects for use in connection with the construction, operation or maintenance of the Hospital or Nurses' Home.

11- The said Hospital Commission, to be appointed as aforesaid, shall have the full conduct and management in connection with the operation and conducting of the said Hospital and Nurses' Home, and shall have full power to appoint and may remove at pleasure the Secretary, or Bursar, the Medical and other Superintendent and their Assistants and clerks and all other officers and servants whom it may deem proper to engage in connection with the operation and maintenance of the Hospital and Nurses' Home and shall fix all salaries and wages to be paid and regulate their privileges and duties, and shall have the general control, direction and management of the Hospital and Nurses' Home, including the fees to be charged patients for accommodation in the Hospital, and expenditure of all moneys received or provided for the construction or improvement of the Hospital or Nurses' Home, or the operation or maintenance of the same, subject, however, to the Commission accounting to the Municipal Council of the Corporation for all moneys received or paid out by the Commission and making a report to the said Council of the work performed by the Commission, such statements and reports to be furnished to the Council at such time as the said Council may require.

12- The Provisions of the Hospitals and Charitable Institutions Act, except where they are inconsistent with the Provisions of this Act, shall apply.

13- This Act shall come into force on the day upon which it received the Royal Assent.

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WHEREAS the Corporation of the City of North Bay was, by virtue of an Act by the Legislative Assembly of the Province of Ontario, passed on the second day of April, 1931, empowered to take over from the Queen Victoria Memorial Hospital Association of North Bay, the Hospital known as the Queen Victoria Memorial Hospital, the said Act being known as

CONTROL AND MANAGEMENT

"AN ACT RESPECTING THE CITY OF NORTH BAY"

AND

WHEREAS the said Act provided for the City of North Bay continuing the operation of said Hospital, through a Commission composed of men to be appointed by the Council of the said City (four for the time being) and the Mayor:

AND

WHEREAS the Council of the City of North Bay did, by By-Law # 1017, passed on the 19th day of October, 1931, accept, transfer of the said Hospital and attendant assets, and did appoint a Commission to be known as "THE NORTH BAY HOSPITAL COMMISSION" to act until the 31st day of December, 1931, or until their successors were appointed.

RESOLUTIONS

BY-LAW # 3

2 - At all Meetings of the Commission, resolutions and amendments shall be presented in writing only, and duly signed by the mover and seconder. These, the Secretary-Treasurer shall number serially as presented, by memo'd by the Chairman as to their disposition and thereafter be filed away.

BY-LAWS

BY-LAW # 4

3- The Commission from time to time and by Resolution properly moved, seconded and carried, may add to, delete from, or to otherwise amend these By-Laws. A straight majority of the regular members of the Commission shall govern all voting. One reading of the By-law, with attendant discussion, shall be deemed sufficient preamble to the taking of a vote thereon. Notice of Motion shall be made at the next preceding Meeting.

ORDER OF BUSINESS

BY-LAW # 5

4- At all meetings of the Commission the following shall be the Order of Business.

- (a) Reading of Minutes of last regular and special meeting.
- (b) Reading of communications,
- (c) Presentation of Reports,
- (d) Presentation of Accounts and Salary Payroll,
- (e) General Business,
- (f) Notice of Motions,
- (g) Adjustments,

MEETINGS

BY-LAW # 6

5- The Hospital Commission shall meet at the Hospital or elsewhere as notified by the Secretary, on the Fourth Monday of each month, at 7.30 P.M. Notice shall be given by mail 48 hours in advance.

AUDITOR

BY-LAW # 7

As set forth in the above mentioned Act, the Commission is acting as Trustee for the Corporation of the City of North Bay and the Auditor of the City ipso facto by Auditor for the Commission and his duties shall be:-

AUDITOR

- (a) To audit all items appertaining to revenue and operating expenses.
- (b) To examine and appraise all securities, including endowment fund in detail.
- (c) To confirm all bank balances,
- (d) To certify as to the correctness of balance sheets and the related revenue and operating expenditure statements.
- (e) Perform such other duties as the Commission or Council may direct.

SECRETARY

By-LAW # 8

The Secretary shall attend all meetings of the Commission, keep a record of all minutes, attend to all correspondence, make out all returns required by the Ontario Government and shall perform such other duties as may be required of him from time to time by the Hospital Commission.

TREASURER

BY-LAW # 9

The Treasurer shall receive all moneys belonging to the Commission and deposit the same in such Bank as ordered by the Commission. He shall pay by cheque, signed by the Treasurer and counter-signed by the Chairman or Vice-Chairman on such Bank, all orders for money passed by the Commission. He shall give a financial statement of all his accounts, duly audited, to the Commission when required. He shall give to the Secretary such information as that Officer may require, respecting the financial condition of the Hospital to enable him to make out any and all returns to the Government. He shall give a Bond of a Guarantee Company, satisfactory to the Commission, as to the amount and the expense of the Bond shall be defrayed annually by the Commission.

BANKING

BY-LAW # 10

1- The Chairman and the Treasurer, or Secretary-Treasurer, are hereby authorized for and in the name of the North Bay Hospital Commission to draw, accept, sign and make all or any bills of exchange, promissory notes, cheques and orders for the payment of money; to pay and receive all moneys and to give acquittance for the same; subject to the approval of the Commission; to assign and transfer to the Bank all or any stocks, bonds and other securities, from time to time to borrow money from the Bank, either by overdrawing the account of the Commission, or otherwise; and generally for and in the name and on behalf of the said Commission to transact with the said Bank any business they may think fit.

2- Also that the Chairman and Treasurer, or Secretary-Treasurer, or any one of them be and are hereby authorized on behalf of the said Commission to negotiate with, deposit, with or transfer to a Bank, but for credit of the said Commission's Account only, all or any bills of exchange, promissory notes, cheques or orders for the payment of money and other negotiable paper and for the said purpose to endorse the same or any of them on behalf of the said Commission; also from time to time to arrange, settle, balance and certify all books and accounts between the said Commission and a Bank and to receive all paid cheques and vouchers and to sign the Bank's form of settlement of Balances and Releases.

BY-LAW RELATING TO THE MEDICAL STAFF

- 1- Membership - The Board of Trustees shall request the North Bay Medical Society to appoint a medical staff from the duly qualified members of the Medical profession, residing in the community.
- 2- Qualifications - The applicant for membership shall be a graduate of a recognized medical school legally licensed to practise in the Province of Ontario and practising within a convenient distance of the Hospital.
- 3- Procedure of Appointment.- Application for membership on the Medical Staff shall be presented in writing to the Superintendent of the Hospital and referred by her to the Secretary of the Medical Staff. The Secretary shall present the application to the Medical Staff or its authorized credentials committee. The Medical Staff shall then recommend to the governing body that the application be accepted, deferred or rejected. When final action has been taken by the governing body that is the Board of Trustees (Directors) by the Superintendent of the Hospital shall be authorized to transmit this decision to the candidate for membership and, if he be accepted, to secure his signature to the By-Laws, Rules and Regulations; such signature shall constitute his agreement to be governed by the said By-Laws, Rules and Regulations.
- 4- Active Staff- The Active Staff shall consist of those physicians whom the governing body has agreed shall attend free patients, and patients who have no regular physician, in the Hospital and to whom all such patients shall be assigned, in rotation, A physician who is not a resident in the community shall not be eligible for membership on the Active Staff.
- 5- Voting Privileges. Voting privileges and the right to hold office in the staff organizations shall be restricted to members of the active and consulting staffs.
- 6- Chief of Staff. - At the annual meeting there shall be elected a Chief of Staff, who shall be a member of the active staff. He shall be responsible for the functioning of the clinical organization of the Hospital and shall keep or cause to be kept a careful supervision over the clinical work in all services.
- 7- Officers of the staff - Shall be the President, the Vice-President and the Secretary-Treasurer. They shall be elected at the annual meeting of the Staff and shall hold office until the next annual meeting or until their successors are appointed.
- 8- Staff Meeting - The annual meeting of the Staff shall be the last meeting before the end of the fiscal year of the Hospital. At this meeting the retiring officers and committees shall make such reports as may be desirable. Officers for the ensuing year shall be elected and recommendation for appointment to the Active Staff shall be made.
- 9- Regular meetings - Shall be held monthly at a time and place to be provided in the Rules and Regulations of the Government of the Staff. Members of the Active Staff shall be required to attend all meetings and other medical staff members shall be eligible to attend regular staff meetings.
- 10-Committees- Committees shall be formed as outlined below and the personnel shall be named by the President of the Medical Staff or the Executive Committee as determined by the Meeting. The following Committees shall be appointed,-

The Executive Committee- This Committee shall be composed of the President and the Secretary of the Medical staff and one, two or more members of the Medical Staff as may be deemed advisable, such to be elected by the Medical Staff.

**B- The duties of the Executive Committee shall be -**

- (1) To act on those matters concerning the Medical Staff which are not entirely of a clinical nature.
- (2) To conduct the business of the Medical Staff, such to be transacted so as to leave regular meetings free as possible for the study of the professional care of patients.
- (3) Program Committee- The Program Committee shall be appointed from among the members of the Staff and shall be responsible for the preparation and presentation of the program of all meetings.
- (4) Credential Committee - This Committee shall keep a record of the qualifications and professional work of all members of the staff. The Committee shall also recommend appointments to the Medical Staff.
- (5) Special Committee- shall be appointed from time to time as may be required to properly carry out the duties of the staff. The members of the Executive Committee shall be limited to members of the active group.

**11 - Medical Advisory Board-**

- (a) The Medical Advisory Board shall be composed of the Executive Committee of the Medical Staff.
- (b) The Superintendent of the Hospital if he or she be a graduate of a recognized Medical School.

**12- Duties of Medical Advisory Board**

- (a) To advise the Board of Trustees in all matters pertaining to the professional service in the Hospital or in the community.
- (b) To advise and co-operate with the Superintendent as a deputy of the Board of Trustees in all matters pertaining to the professional nursing, scientific and technical services to the patient.
- (c) To recommend that adequate diagnostic and therapeutic facilities are available for the study, diagnosis and treatment of patients under competent supervision.

**12- Rules and Regulations**

The Staff shall adopt such rules and regulations as may be necessary for the proper conduct of the Medical work. Such rules and regulations shall be a part of these by-Laws, except that they may be amended by a two-third vote of the total membership of the Active Staff at any regular meeting, provided that Notice of Motion in writing has been given at the previous meeting. Such amendments after approval by the Board of Trustees shall become effective upon receiving the approval of the Lieutenant-Governor in Council.

**BY-LAW # 12**

**BY-LAW RELATING TO STAFF**

**LADY SUPERINTENDENT**

- (1) This position shall be filled by a trained Graduate Nurse, registered in the Province of Ontario. She shall be the Chief executive Officer of the Commission in the Hospital. She shall cooperate with the Commission in the general administration of the Hospital. She shall have general supervision of all that is directly connected with the domestic economy of the Hospital, care of the patients, and carrying out of the orders of the Medical Staff in regards to the treatment of patients.



BY-LAW RELATING TO STAFF

LADY SUPERINTENDENT - CONT'D.

She shall keep a record of all donation of provisions or to other supplies for use of the Hospital and report same to the Treasurer monthly, who shall be required to place a market value on such donations and account for same at his statement of revenue.

2- She shall keep under lock and key all drugs and medicines and shall distribute those supplies only on the written order of a legally qualified medical practitioner.

3- She shall see that all beds in different wards are sufficiently supplied with bedding and kept clean and in good repair, and have charge of all furniture and other articles belonging to the Hospital. She shall see that all stores under her care be given out and distributed when needed and that there is no waste.

4- She shall see that a proper supply of Medical and Surgical dressings and appliances are kept ready for immediate use.

5- She shall be authorized to purchase whatever may be required for immediate use, but a requisition for the general supplies of the Hospital shall be made to the Chairman on the first day of each month for the coming month.

6- She shall assign rooms or beds to patients on their entrance, according to the price of board agreed upon and shall collect weekly bills of all those who are not free patients.

7- She shall have full control and supervision of nurses and servants.

8- She shall, when a patient dies, give notice by telephone (if possible) and in writing to relatives of deceased, or to party who signed the order for admission and in all cases, when an interment takes place at the instance of the Hospital Authorities, the expenses shall be paid by the relatives or the Municipality concerned in sending the patient to Hospital.

9- She shall keep strictly private all ailments of patients, also abstain from speaking of matters pertaining to Hospital to others than the members of the Commission.

10- She shall see that spirituous liquors shall be kept in the supply cabinet, under lock and key, and shall be given only when ordered by the physician in attendance and must be noted in the diet book, provided for that purpose.

11- She shall keep a book in which shall be entered the names of each patient with diet, medicines and extra furnishings.

12- She shall also keep an inventory book in which she shall enter in detail all the furniture, bedding, linen, utensils, and all other chattels of the Hospital and shall furnish a copy of same to the Commission once a year at or before their monthly meeting.

13- She shall keep such register and other books as may be required from time to time by the Commission.

14- She shall not absent herself from the Hospital unless on business in connection therewith or her own necessary affairs and then not until she has placed one of the head nurses in charge. In case of prolonged absence, leave must be obtained from the Chairman of the Commission.

15- She shall notify the Clerk of the Municipality of which each indigent patient admitted to the Hospital represents himself to be a resident, that such patient has been admitted to the Hospital, giving such particulars as may be ascertained to enable the Clerk to identify the patient.

BY-law relating to Staff

Lady Superintendent - cont'd.

16- She shall be entitled to one month's holiday per annum, without deduction of salary.

BY-LAW # 13 RULES AND REGULATIONS FOR STAFF

1- The Monthly meeting of the Commission shall be held on the last Monday of each month.

2- No patient shall be admitted to Hospital until the consent of the Superintendent or Deputy has been secured. Physicians sending in patients shall be held responsible for giving such information to the Superintendent or Deputy as may be necessary to assure the protection of others from those patients who are a source of danger from any cause whatever.

3- All free patients shall be attended by members of the Active Staff and shall be assigned to the appropriate service or in rotation, if there is no service division. No physician shall receive any compensation for attendance upon any patient who is admitted free by the Hospital. Paying patients who have no attending physician shall be assigned to members of the Active Staff on service on rotation. If special care would seem advisable assignment shall be at the discretion of the attending physician. If there be no division into service, at the discretion of the advisory committee.

4- A clinical laboratory shall be provided in the Hospital. Examinations which cannot be made in the Hospital shall be referred to an outside laboratory.

5- All orders for treatment shall be in writing either on the treatment sheet or in the order book provided for this purpose. Orders dictated over the telephone to persons designed by the Superintendent shall be recorded in writing by the person receiving same, with date, time and his or her signature, with the name of the physician who has given the order. At the time of his next visit the attending physician shall sign such orders.

6- The attending physician shall be responsible for the proportion of a complete medical record, including identification, date, complaint, present history, family history, history of present ailment, physical examination, special reports, such as consultations, laboratory, x-ray and others; provisional diagnosis, medical or surgical treatment, pathological findings, progress, notes, report of operations and anaesthesia, final diagnosis, condition on discharge and follow-up reports. No operation shall be performed without a written pre-operative diagnosis. An autopsy report shall also be filed when available.

7- A complete history and physical examination of a patient, together with a professional diagnosis, shall, in all cases, be written within thirty-six hours after admission to the Hospital and before the patient is submitted to any operative procedure, unless the attending physician states in writing that the case is of such emergency that the delay in obtaining this information would be detrimental to the patient. All operations performed shall be fully described in writing by the attending surgeon.

8- All examinations of tissue obtained during surgical operations or otherwise, shall be the property of the Hospital and shall be submitted to the proper Department for their preservation and report.

9- Consent for operations- No surgical operation shall be performed on any patient in the Hospital without the written consent being given by the patient or his or her legally qualified representative.

BY-LAWS RELATING TO STAFF

10- In all cases where a patient is admitted in a condition of Abortion or where Therapeutic Abortion is indicated, or wherever the emptying of the uterus is indicated, for whatever reason, consultation by one or more members of the Active Staff or Consulting Staff, shall be required. The consultant shall make and sign a record of his findings and recommendations on each such case.

11- Before any major operation is performed upon an indigent patient, a surgically qualified member of the Consulting Staff shall be called into consultation and shall record his opinion in writing, such to be attached to the patient's clinical record.

12-A consultation shall be held on every indigent patient remaining in the Hospital for more than thirty days and thereafter at least every three weeks, during the entire stay of the patient. A consultation shall be held on all serious cases or cases of emergency of indigent patients regardless of length of time in Hospital.

13- As far as possible, the use of proprietary remedies shall be avoided. When such are ordered for private patients by the attending physician, they will be secured and a special charge made to the patient.

BY-LAW # 14                      NURSING

1- Nurses on ordinary duty shall rise at 6 A.M.- And relieve the Night Nurses at 7 A.M.

2- Nurses are to wear the Hospital costume when on duty and take meals in a room appointed for that purpose. They must not leave the Hospital without permission from the Lady Superintendent.

3- The Nurses or assistants shall clean the respective wards at 7 A.M. every day.

4- No Nurse or other employee shall receive any compensation or gift of money from any patient while said patient remains in Hospital.

5- When patients are admitted the Nurse must see that they are given a bath or sponge over in bed. They shall also see that the patients take their medicine as prescribed.

6- They shall pay particular attention to patients, supplying them with drink, etc., as often as necessary, and in all cases assisting them when unable to assist themselves. They shall on no account allow anything to be brought into the wards or to be given to the patients except that which is ordered by the Medical Attendant.

7- When a death occurs the nurse of the ward shall immediately give notice thereof to the Lady Superintendent.

8- The Nurse shall state to the attending physician at each visit all circumstances, throwing light on cases of patients. They shall as often as possible, change their linen, bed-clothes, and bedding and clean all utensils.

9- The Nurse shall state to the attending physician at each visit all circumstances, throwing light on cases of patients. They shall as often as possible change their linen, bed-clothes and bedding and clean all utensils.

9-The Nurse shall be diligent in complying with the orders of the physician and Lady Superintendent and shall behave with tenderness and propriety towards the patients.

10- Nurses are forbidden on pain of dismissal to discuss the Doctors, their patients, or other Nurses, or Hospital business in or out of Hospital.

11- They shall allow only the Doctor in charge to see the patients' charts.

RULES FOR PATIENTS

BY-LAW # 15

- 1- In an urgent case, where delay might be dangerous, the Lady Superintendent, has power to admit a patient, but must immediately give notice of her having done so to a physician.
- 2- Patients who are unable to pay for their maintenance shall be received as non-paying patients. Those who are able to pay weekly in advance (exclusive of washing or other extras) such sum as may from time to time be fixed by the Commission.
- 3- Patients on admission to Hospital must have a bath, unless an order to the contrary is made by a physician.
- 4- Patients entering the Hospital and desiring to leave money, jewellery, or other valuables in charge of the Lady Superintendent, shall sign a deposit form in respect of same and in no case shall the Hospital be legally liable as a depository for the said money, jewellery or other valuables, except in case of gross neglect.
- 5- All patients shall have equal rights and privileges as to choice of spiritual advisor, subject to the rules and regulations of the Hospital.
- 6- Patients are not entitled to free medical attendance, and the Commission shall not be responsible for the collection of payment of fees, due to any medical attendant.
- 7- No patient shall enter any ward, except his or her own, except by permission of the Lady Superintendent.
- 8- Non-paying patients shall wear only such clothes as the Authorities shall permit.
- 9- Patients are not allowed to receive from their friends any eatables, or liquors of any kind but, if luxuries be brought, they must be left with the Lady Superintendent to be used as she may direct.
- 10- Patients must be quiet and exemplary in their behaviour and conform strictly to the rules and regulations of the Hospital and carry out all orders and prescriptions of the various Officers of the establishment.
- 11- The Board of Directors shall be entitled to recover from a patient, other than one who is unable by reason of poverty, to pay for same, the charge fixed by the Commission for treatment in the Hospital and, in the case of his death, while within the Hospital, his executors or administrators shall be liable for his burial expenses.

RULES FOR VISITORS

BY-LAW # 16

- 1- Visitors shall be admitted to see public ward patients during such hours as may be determined by the Commission, a minimum of two hours daily being allowed, or by special permission of the Lady Superintendent.
- 2- Friends of patients in private wards may visit them between the hours of two and four o'clock P.M. and seven to nine o'clock and, otherwise, by special permission of the Lady Superintendent.
- 3- Visitors shall comply strictly with all the rules and regulations of the Hospital.