

INSTRUCTIONS FOR MEMBERS



CANADIAN ARMY **MEDICAL** CORPS NURSING SERVICE

(WHEN MOBILIZED)



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INSTRUCTIONS

FOR

Members of Canadian Army Medical Corps Nursing Service

(WHEN MOBILIZED.)

DISCIPLINE AND DUTIES.

1. As regards medical and sanitary matters and work in connection with the sick, the matrons and sisters are to be regarded as having authority in and about Military Hospitals next after the officers of the C.A.M. Corps and are at all times to be obeyed accordingly, and to receive the respect due to their position.

MATRON-IN-CHIEF.

2. The Matron-in-Chief will be required to be thoroughly acquainted with the organization, mobilization and administration of the entire Nursing Service and will exercise supervision thereof. She will keep the records and confidential reports of the matrons and sisters. She will perform such other duties as from time to time will be determined by the D.G.M.S. and will be a member of the Advisory Board for Standing Orders. She will submit to the D.G.M.S. recommendations for the appointment, promotions, distribution, and resignations of members of the C.A.M.C. Nursing Service and will take action in connection with such measures as are approved.

3. She will, under the direction of the D.G.M.S., perform such duties as may be allotted to her, including general supervision, and she will by frequent inspections keep herself acquainted with the administration of the Nursing Service in the various Military Hospitals.

4. She will be responsible for maintaining a sufficient staff to carry out, in the event of emergencies, all nursing arrangements.

5. She will receive the applications of all ladies desiring to join the C.A.M.C. Nursing Service, and will obtain the necessary references as to suitability of candidates.

MATRON.

6. The matron will be responsible for the general nursing arrangements of the hospital, for the due performance of their duties by the sisters and nurses, and for the maintenance of good conduct, efficiency and discipline amongst all members of the nursing establishment, as

well as for the cleanliness and good order of the wards under their charge. She will not be responsible for nursing in wards which are set apart by the administrator of the hospital for cases which she may consider unsuitable for female nursing.

7. She will be responsible for the supervision of the sister's quarters and its domestic economy the equipment, housekeeping, and upkeep of the Home; care and management of the nursing and domestic establishment; the official method of dealing with the establishment when sick; arrangement of their respective duties and times off; the regulations with regard to pay, warrants, travelling and other claims, arrival and departure reports.

8. She will be responsible for demanding from the quartermaster a sufficient supply and for the good condition and cleanliness of the bedding and linen in the nurses' quarters and the wards under her nursing charge.

9. She will take over from the quartermaster or steward the equipment shown on the ward inventories in wards nursed by her sisters, and will be responsible for the same in the quartermaster.

10. She will take over from the quartermaster the regulated quantity of bedding for each ward nursed by her staff and will keep a bedding book (A.B. 54), in which all bedding drawn from or returned to the store will be accounted for. All transactions must be entered and signed in this book as they occur, and she will be responsible for the balance of bedding shown therein.

11. She will frequently inspect the equipment and bedding to ascertain whether any damage has been done thereto, and will check them with the inventories periodically.

12. She will see that all orders and instructions of the medical officers treating the cases are duly carried out by the sisters.

13. In all instances of difficulty she will apply to the officer in charge, who will render her every assistance in the performance of her responsible duties.

14. When she is informed of any neglect of duty or impropriety of conduct, whether on the part of sisters, N.C.O's, men, patients, or visitors, she will at once report it to the O.C.

15. She will fix the hours of duty, meals, and recreation for sisters and nurses, subject to instructions from the matron-in-chief, in such a manner as will comply with standing orders.

16. She will see that proper medical and nursing attendance is provided without delay for sick members of the nursing establishment.

17. She will keep the books and accounts connected with the nursing establishment; and a monthly record of the messing with be kept together with a statement of the cost, vouched by bills of expenditure; the special allowances drawn by the nursing establishment under the Regulations begin entered in liquidation thereof. The register is intended as a permanent record, and will be vouched by the signature of the matron, and inspected periodically by the matron-in-chief.

18. Should the period of mobilization be prolonged, she will make arrangements for the annual leave of sisters, reporting thereon through the O.C. to the matron-in-chief.

19. She will forward a confidential report upon all sisters serving under her. These reports, covering nursing and administrative capability, tact, zeal, judgment, personal conduct and general figures, will be forward through the O.C. to the office of the Surgeon-General; they will be made when a sister is transferred from one hospital to another (except for temporary duty) on the termination of her services, or annually if the period of mobilization be prolonged.

20. She will at the end of each month forward to the matron-in-chief the sick report of members of her nursing staff.

SISTERS.

21. Every sister in a Canadian military hospital will be under the immediate supervision of the matron, and directly responsible to her in all matters relating to conduct and discipline. She will receive and carry out such orders and instructions relative to the treatment of the sick as she may receive from the officer in charge of her wards, whom she will accompany in his visits. She will be responsible for the nursing of the patients in her wards, and for the cleanliness, ventilation, lighting, warming, as well as good order of her wards and annexes.

22. Before going off duty each sister is required to put in writing in the night memorandum-book any notes on special cases, or other important matters which may be necessary for the guidance of the night nurses and orderlies, or which it may be desirable to bring to the notice of the night-sister. The night-sister will see that these instructions are carefully carried out, and will record the hours of her visit to each ward, noting in the night memorandum-book any information she may wish to bring to notice.

23. Sisters will be detailed in rotation for duty as night-sister for a period of not less than one month, as the matron may decide. A night-sister will report herself to the matron to receive instructions; she will visit the wards frequently through the night, and, on coming off duty, she will report to the matron on the condition of the patients.

24. A sister must comply with the instructions of the matron and officers. She must daily report to the matron as to the condition of her wards, or of the various departments of which she is in charge. She must be careful to mention any irregularities which may have occurred, or other matters to which attention should be directed.

25. Any neglect of duty or impropriety of conduct, whether on the part of N.C.Os., orderlies, patients, or visitors, will be reported by her to the matron. In cases of emergency she will apply for the assistance of the officer or N.C.O. on duty.

26. When in doubt or difficulty in any matter she will at once inform the matron, who will, if necessary, bring it to the notice of O.C., or, in his absence, to the officer on duty.

27. A sister is not, at any time, to go to wards in which she is not working, except on special business; she is not to remain in her own wards, or visit in any other wards, when off duty.

28. A sister may not allow nurses or orderlies to visit in her wards, except on business, or by special leave of the matron.

29. She is to adhere punctually to her time-tables, and to be most particular in returning to her wards at the exact time specified.

30. The sister is personally responsible for the correct measurement of all drugs employed for hypodermic injections, sleeping-draughts, and strong poisons.

31. She will ensure that all poisons and external applications are kept in the appointed place, and that the special poison-cupboard is kept carefully locked, and the key removed.

32. She will keep the keys of such store-closets and lock-up places in the wards as may be required for the carrying out of these duties.

33. The sister must give the matron the earliest possible information of any serious cases of operations connected with her wards, or of any other matters of importance affecting the welfare of the patients under her care.

34. If a sister deems a special nurse or orderly necessary, she must immediately report the fact to the matron. At night the night-sister will act for the matron, mentioning full particulars in the reports.

35. She will take over from the matron the regulated quantity of bedding for her wards, and the equipment shown on the ward inventories and will be responsible for the same to the matron.

36. A sister must take care that there is no waste of provisions, coals, gas, water, or other articles. She must exercise the strictest economy compatible with the adequate supply of the patient's needs, in the use of mackintosh, bandages, tow, lint, cotton-wood, and all surgical dressings.

37. A sister is responsible for the linen allotted to her ward, and for its good condition.

38. In cases of fresh admissions into her ward she will ascertain when the patients last had food and see that they are not kept waiting for suitable nourishment.

39. She will cause to be drawn from the steward the personal equipment required for each patient on admission, and will be responsible that it is returned into store on the patient's discharge or death. A list of these articles is given in Standing Orders for C.A.M.C.

40. When a patient is able, she will obtain his signature on the counterfoil on A.B. 42, as an acknowledgment of having received these articles, but when he is so ill as to be unable to look after his equipment, she will cause the ward-orderly to endorse the book.

41. When a patient is too ill after his regimental clothing, the sister will cause the articles to be handed into the pack-store with the clothing, and will countersign the cheque from A.B. 182.

42. When any case of illness or accident is brought to hospital, or in the event of any accident, emergent illness or attempted suicide, resulting in personal injury, occurring in the hospital, she will cause a medical officer to be at once informed, and, pending this arrival, will take such steps within the limits of her training as may appear to her to be necessary to meet the requirements of the case.

43. She will be responsible that patients who have been allowed up throughout the day are in bed by 8 p.m. in winter and 9 p.m. in summer.

44. She will see that the discharge men leave her wards insufficient time to be present at their parade.

45. She will visit her wards at meal times and see that the diets are properly distributed and served, and that the patients conduct themselves in an orderly manner. She will communicate any irregularity to the officer on duty.

46. The sister will daily receive from the steward the wines spirits, or malt liquor ordered for the patients in her wards, and be responsible for their correct distribution, in accordance with the orders of the officers.

47. When the daily diets and extras have been entered on the diet-sheets by the officer, she will complete and sign the Diet and Extra Sheet Summary (A.F. F734). She will then check and countersign these forms and transmit them to the steward. Prescriptions and requisitions for Drugs must reach the Dispensary not later than 11 a.m.

48. She will immediately report to the quartermaster all damage or deficiencies, as well as breakages of crockery or table glass, or any damage to library books.

49. She will submit all applications from patients for writing-materials, tobacco, etc., to the officer in charge of the ward for approval, and will arrange for such indents and for letters to be sent to the officer in charge of the hospital for disposal.

50. She will be careful that money, articles of food and drink, books, tracts, pictures or articles of equipment are not introduced into the wards without the previous sanction of the administrator.

51. Sisters and orderlies should unite in showing special sympathy and kindness to the friends of those patients who are on the "dangerous list."

52. Sisters are earnestly requested to interest themselves in the home circumstances of men being invalided as permanently unfit, and make such representations as may be necessary to the matron.

53. She will be most careful in noting the religion of patients under her charge, and in the event of serious illness, she will see that the Chaplain of the patient's denomination is duly notified.

54. When a death takes place the sister in charge of the ward will see that the body is reverently prepared for the mortuary, and will then inform the senior N.C.O., who will proceed in accordance with Standing Orders, C.A.M.C.

55. A sister is not permitted to accept presents of any kind from any patient, or friend or any patient, whether during his illness or after his death, recovery, or departure.

56. She will, by every means in her power, afford the orderlies ample opportunity for learning their duties, and endeavour to awaken their interest in all that pertains to nursing. As far as the exigencies of active service permit, she will endeavour to impart to her orderlies a knowledge of the following subjects:—

- (I). Personal cleanliness.
- (II). Cleaning Of wards, dusting, sweeping, cleaning, baths, tins, brasses, taps, etc., mackintoshes.
- (III). Cleaning and disinfection of all utensils, beds, and lockers.
- (IV). Bedmaking-draw-sheets, changing of sheets for helpless patients.
- (V). The correct reading of measure glasses and other measures used; with constant practice to see that the quantities indicated are really known.
- (VI). The accurate use of the clinical thermometer; the pulse and respiration; registering the same on the charts.
- (VII.) Names of instruments in constant use in the wards, and how to use them (syringes, enema apparatus, etc.)
- (VIII). The padding of splints of all kinds; making of different bandages; abdominal, many-tailed, etc.
- (IX.) The application of every sort of bandage.

57. The sister is held responsible for reporting to the matron if any of the nurses serving under her are not well, and if they appear to need medical or surgical attention.

58. Uniform is to be worn on all occasions, both indoors and out of doors, except when on leave out of garrison, or by special permission of the matron. Jewellery is not worn with uniform.

59. Sisters are not to visit each other after 10.30 p.m. but must retire to their rooms by that hour, unless special permission for late leave be obtained. Their bedrooms are to be neat and orderly and all lights are to be extinguished therein by 11 p.m., unless special permission be given.

60. A sister is not to absent herself from meals without permission. Except at the recognized "off duty" times she will not absent herself from the hospital or quarters without permission.

61. She will be careful to exercise due courtesy and dignity in all her relations with officers, N.C.Os., men and patients.

62. She will bear in mind that unquestioning obedience and loyalty to her superior officers are an obligation.

APPENDIX A.

PATTERNS AND MATERIALS OF UNIFORMS.

Uniforms will be purchased by the members themselves an allowance for this purpose being granted. The establishments selected to supply it will be intimated to them, and all details furnished on application to the matron-in-chief.

The following instructions are published for guidance in connection with the purchase and provision of uniforms:—

Full Dress.—Should not be worn whilst actually engaged in ward duties; otherwise interchangeable with working dress.

Navy blue cloth, scarlet collar and cuffs, with white piping.

C.A.M.C buttons and belt clasp.

Two stars on each shoulder.

Shoes and Stockings Black.

Working Dress.— Permissible at all times, summer and winter.

Linen, mid-blue, washable.

Buttons: Gilt C.A.M.C.

Rank Badges: Two stars.

Belt: Tan coloured leather with C.A.M.C. clasp.

Collars: Eton. Cuffs: Bishop pattern.

Aprons: White.

Caps: Muslin (one yard square)

Shoes or Boots and Stockings: Tan coloured.

Great Coat: Navy blue cloth.

Raincoat waterproof: Navy blue.

Cape: Navy blue cloth, lined with crimson.

Hats, winter wear: Navy blue felt with C.A.M.C. badge.

Hat, summer wear: Panama, Navy band with C.A.M.C. badge.

Helmets may be worn when serving in hot climates.

For State ceremonies and entertainments matrons are responsible that uniformity of dress is maintained.

Muflt.—(a) For golfing, riding, tennis and other games.

(b) When on leave, outside Garrison areas.

(c) The wearing of mufti in France is not permissible at any time.

APPENDIX B.

Articles of Field Equipment with which Members of the Nursing Service will provide themselves when ordered on Active Service.

1 Steamer Trunk, not to exceed 36 X 24 x 12 inches, with name and service painted plainly.

1 Sweater, mid-blue.

1 Waterproof Apron.

CAMP KIT.

The Kit will consist of the following in addition to three general service blankets, to be obtained free under regimental arrangements from barrack stores:—

1 Telescopic Cot Bedstead.

Dunnage bag with name and service plainly painted on.

BAGGAGE OF OFFICERS AND NURSES PROCEEDING OVERSEAS VIA FOLKESTONE AND BOULOGNE.

1. In view of the confusion which at present exists when Officers and Nurses claim their baggage on arrival at Boulogne, it has been decided that each piece of baggage shall be conspicuously addressed with the rank, name and unit of the Officer or Nurse owning the baggage. All such baggage will be taken in charge by the Railway Company, and arrangements made with the Embarkation Staff at Boulogne for its delivery in proper order to the owners.

2. The Railway Company will not take charge of any baggage which does not comply with the above instructions.

3. These instructions will take effect from the 25-6-17, from which date the registration of the baggage of Officers and Nurses travelling by the above route will cease.

4. The attention of all Officers and Nurses should be called to these instructions, which should periodically be republished in Command, etc., Orders.

(Auth. G.O.C R.O. 1717 d 15-6-17.)