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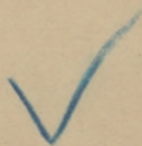
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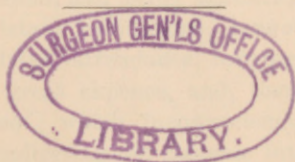
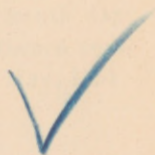
CHARTER,  
  
LAWS, AND RULES  
  
OF THE  
  
PENNSYLVANIA HOSPITAL.

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THE  
CHARTER,  
LAWS, AND RULES  
OF THE  
PENNSYLVANIA HOSPITAL.



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1875.





## Pennsylvania Hospital.

7 mo. 26, 1875.

*At a stated meeting of the Board of Managers, "The Rules of the Hospital having been recently revised and re-enacted, with the amendments adopted by the Board, it is*

*"Resolved, That the same be furnished to each of the Medical and Surgical Staff, and to each officer and agent charged with any duties in connection with the Hospital, and careful adherence to the same is specially enjoined."*

BENJAMIN H. SHOEMAKER,

*Secretary.*

# CHARTER.

ANNO VIGESIMO QUARTO.

GEORGII II. REGIS.

AT a General Assembly of the Province of Pennsylvania, begun and holden at Philadelphia, the fourteenth day of October, Anno Domini 1750, and from thence continued by adjournments to the sixth day of May, 1751.

AN ACT to encourage the establishing of an HOSPITAL for the relief of the sick poor of this Province, and for the reception and care of lunaticks.

WHEREAS the saving and restoring useful and laborious Preamble. members to a community, is a work of publick service, and the relief of the sick poor is not only an act of humanity but a religious duty; and whereas there are frequently, in many parts of this province, poor distempered persons, who languish long in pain and misery under various disorders of body and mind, and being scattered abroad in different and very distant habitations, cannot have the benefit of regular advice, attendance, lodging, diet, and medicines, but at a great expence, and, therefore often suffer for want thereof; which inconveniency might be happily removed, by collecting the patients into one common Provincial Hospital, properly disposed and appointed, where they may be comfortably subsisted, and their health taken care of at a small charge, and by the blessing of God on the endeavors of skilful physicians and surgeons, their diseases may be cured and removed. And whereas it is represented to this Assembly, that there is a charita-



ble disposition in divers inhabitants of this province to contribute largely towards so good a work, if such contributors might be incorporated with proper powers and privileges for carrying on and compleating the same, and some part of the publick money given and appropriated to the providing a suitable building for the purposes aforesaid.

Therefore, for the encouragement of so useful, pious, and charitable a design, we pray that it may be enacted, And be it enacted, by the honourable *James Hamilton*, Esquire, Lieutenant-Governor under the honourable THOMAS PENN, and RICHARD PENN, Esquires, true and absolute proprietaries of the province of Pennsylvania, and counties of New Castle, Kent, and Sussex, upon Delaware, by and with the advice and consent of the representatives of the freemen of the said province in General Assembly met, and by the authority of the same, That it shall and may be lawful to and for all persons, each of whom shall have contributed or subscribed the sum of ten pounds or more, towards founding an Hospital, for the reception and relief of lunaticks, and other distempered and sick poor within this province, or as many of them as shall think fit to assemble and meet on the first day of the month called July next; and for all persons who shall thereafter contribute the like sum of ten pounds or more (together with the said first subscribers) or so many of them as shall think fit to assemble and meet on the second day of the first week, in the month called May, yearly forever, at some convenient place in the city of Philadelphia, then and there to elect by ballot, twelve fit and suitable persons of their own number to be Managers of the said contribution and Hospital, and one other person to be Treasurer of the same, until the next election; and farther, to make such laws, rules and orders, as shall appear to them the said contributors met, or the major part of them, to be good, useful and necessary, for the well governing, ordering and regulating the said Hospital, and for the regulation of the future elections of managers, treasurer and other necessary officers and ministers thereof, and for limiting and appointing their number, trust and authority, and generally for the well ordering all other things concerning

Subscribers  
empowered  
to meet.

And to elect  
managers  
and make  
rules.

the government, estate, goods, lands, revenues, as also all the business and affairs of the said Hospital: All which laws, rules, and orders, so to be made as aforesaid, shall be from time to time inviolably observed by all concerned according to the tenor and effect of them, provided they be not repugnant to the laws of England or this government, and are approved by the Chief Justice, the Speaker Rules to be approved, &c. of the Assembly, and the Attorney-general of this province for the time being, under their hands and seals. And the said contributors shall be, and are hereby made a body Contributors incorporated. corporate in law, to all intents and purposes, and shall have perpetual succession, and may sue, or be sued, plead, or be impleaded, by the name of *The Contributors to the Pennsylvania Hospital*, in all courts of judicature within Corporate name. this province; and by that name shall and may receive and take any lands, tenements, or hereditaments, not exceeding the yearly value of *one thousand pounds*, of the Limitation of estate. gift, alienation, bequest or devise of any person or persons whomsoever, and of any goods or chattels whatsoever; and the said contributors are hereby empowered to have and use one common seal in their affairs, and the same at their pleasure to change and alter.

Provided, nevertheless, That no general meeting of the said contributors, nor any persons acting under them, shall employ any money or other estate, expressly given Money, &c., expressly given to the capital stock not to be expended, but its interest only. or added to the capital stock of the said Hospital, in any other way than by applying its annual interest or rent towards the entertainment and care of the sick and distressed poor, that shall be from time to time brought and placed therein, for the cure of their diseases, from any part of this province, without partiality or preference.

And for the further encouragement of this beneficent undertaking, *Be it enacted by the authority aforesaid*, That when the said contributors shall have met and chosen their managers and treasurer as aforesaid, and shall have raised by their contributions, a capital stock of *two thousand pounds* value (the yearly interest or rent of which is to be applied to the accommodating of the sick poor in the said Hospital, free of charge for diet, attendance, advice and medicines), and shall make the same appear to the satisfaction of the Speaker of the Assembly for the time being; When 2000l. is raised by subscription, 2000l. more to be ordered out of the treasury.



that then it shall and may be lawful for the said speaker of the Assembly, and he is hereby required to sign an order or orders on the provincial treasurer, or trustees of the loan-office, for the payment of *two thousand pounds*, in two yearly payments, to the treasurer of the said Hospital, to be applied to the founding, building, and furnishing of the same.

Accounts to  
be made up  
and publish-  
ed annually.

*And be it further enacted by the authority aforesaid, That the accounts of the disbursements of the said two thousand pounds, so ordered by the Speaker of the Assembly aforesaid, or any part thereof that shall be hereafter expended, as the case may be, and of the rents, products and interests of any real or personal estates or sums of money charitably given to the use of the said Hospital, together with a list of such donations, shall be fairly drawn out and published annually in the Gazette, or other newspapers: and the Managers of the said Hospital shall at all times, when required, submit the books, accounts, affairs, and œconomy thereof, to the inspection and free examination of such visitors as may from time to time be appointed by the Assembly of this province, to visit and inspect the same.*

Visitors to  
be appoint-  
ed.

*Provided always, and it is hereby further enacted by the authority aforesaid, That if at any time hereafter, there should not be a constant succession of contributors to meet yearly and chuse managers as aforesaid, then the said Hospital, and the estate and affairs thereof, shall be in the management, and under the direction of such persons as shall be from time to time appointed by act of General Assembly of this province for that purpose.*

## ELECTIONS BY THE CONTRIBUTORS.

*A Law for regulating the Elections of the Managers and Treasurer of the Pennsylvania Hospital, and declaring their Trust, Duty, and Authority.*

WHEREAS by an Act of the General Assembly of the Preamble. Province of Pennsylvania, entitled, An act to encourage the establishing of an Hospital for the relief of the sick poor, of this province, and for the reception and cure of lunaticks, the contributors to the said Hospital are made a body corporate, and impowered to meet, and to make such laws, rules, and orders, as shall appear to them the said contributors met, or the major part of them, to be good, useful and necessary, for the well governing and regulating the said Hospital, and for the regulation of the elections of Managers, a Treasurer, and other necessary officers and ministers thereof, and for limiting and appointing their number, trust, and authority.

And whereas, in pursuance of the said law, the contributors have met, and have chosen twelve Managers and a Treasurer, which Treasurer hath received considerable sums of money for the use of the said Hospital, and it is now become necessary, for the more orderly disposition and application of the said moneys, and of such sums as may hereafter be received, and for the more sure direction of the Managers and Treasurer therein, to declare and appoint their trust, authority and duty: Therefore it is enacted by the contributors to the Pennsylvania Hospital in general meeting duly assembled, That the Managers of the said Hospital for the time being, shall have the power of disposing of all moneys paid to the Treasurer for the building, furnishing, support, use and service of the Hospital, and for the hiring and furnishing a house or houses for the reception of patients, until the said Hospital shall be built, under the limitations and restrictions of the before men-

Disposition  
of money  
paid to the  
Treasurer.



Patients. tioned act of Assembly. And the said Managers shall likewise have the power to direct the manner and terms of receiving and discharging of patients; and all officers and servants belonging to the Hospital, other than the Treasurer, shall be in the choice, and under the direction of the Managers, who shall allow and order their respective salaries, and may displace them, and appoint others, as often as they shall think fit. And the said Managers shall have the power of calling general meetings of the contributors, as often as they judge it necessary for the service and advantage of the Hospital; and shall cause due and public notice to be given of the time, place, and design or purpose of such occasional meeting, at least ten days before the same is to be held, and shall nominate some discreet member to preside therein, and regulate the debates thereof. And the said Managers shall have the keeping, and power of affixing, the seal of the corporation, which seal shall be made nearly agreeable to the form or draught hereunto annexed; and they shall settle the accounts with the Treasurer from time to time, and take care that all laws, rules and orders made by the contributors, and legally approved, be duly and faithfully executed; for all which, or any other services relating to the Hospital, they shall not claim, receive, or retain, any fee, gratuity, or reward whatsoever.

Officers and servants.

General meetings of the contributors.

Corporate seal.

Accounts of the Treasurer, &c.

Managers to receive no fee or reward.

To meet monthly.

To keep minutes.

Eight managers to be a quorum.

And seven to agree.

And for the more orderly execution of their duty and trust, the Managers are hereby required to meet at least once a month at the Hospital, or some other fit place in the city of Philadelphia, to confer and conclude concerning the matters hereby committed to them; and shall cause fair minutes of their proceedings to be kept by their clerk, in a book to be provided for the purpose: in every of which meetings of the Managers aforesaid, eight of their number met shall be a quorum, capable to consult, confer and conclude of and upon all matters appertaining to their trust, according to the aforesaid act of Assembly, and the laws of this corporation; and whatsoever seven of the number so met shall so conclude, shall be deemed and taken for and as the resolution of the managers for the time, and accordingly entered in their minutes. To which minutes, and also to the Treasurer's accounts, all persons concerned shall have free recourse at all seasonable times.



And it is further enacted by the contributors aforesaid, that every Treasurer hereafter chosen shall, before he take upon himself the execution of his office, enter into an obligation, with one sufficient surety, in double the value that doth, or probably may come into his hands, during the continuance of his office, as near as can be estimated by the Managers, unto the Contributors to the Pennsylvania Hospital; conditioned that he will, once in three months, or oftener if required, render his accounts to the Managers of the said Hospital, and well and truly account, adjust and settle with them when required, for and concerning all moneys that are or shall come into his hands belonging to the said contributors, and pay the balance that shall appear on such settlement to be in his hands, unto such person or for such service as a Board of Managers for the time being shall order and appoint, and not otherwise; and that he will at the expiration of his office, well and truly deliver up and pay the balance of the monies then remaining in his hands, together with the books of accounts concerning the same, and other the papers and writings in his keeping belonging to the contributors, unto his successor in the said office; and that he will do and execute all other things as Treasurer to the contributors aforesaid according to the true sense and meaning of this law. And he is hereby authorized immediately upon entering into his office, to demand and receive of the preceding Treasurer, his heirs, executors or administrators, the cash books of accounts, writings and other effects belonging to the corporation, giving his receipt for the same.

And for the more regular and satisfactory conducting of future elections, and the preventing of disputes and misunderstandings among the contributors, concerning the same, it is hereby farther enacted, That the place and hour of the election shall be appointed by the Managers of the current year, and notified by their clerk, at least twenty days before the election, by printed advertisements; and the said Managers shall and are hereby required and im-  
To account to the managers and pay to their order.  
To pay balance and deliver books to his successor.  
Elections, place, hour, and notice of.  
Judges of.  
 powered to nominate three discreet members of this corporation to inspect and judge of the said election, and declare who are the persons elected; and the Managers

shall cause their clerk to enter in their book of minutes the names of the persons elected according to the tickets.

Managers may supply vacancies in their Board.

And if any person elected Manager, shall refuse or neglect to act, or shall be absent from three successive monthly meetings of the Managers, in any of the first ten months of the year for which he shall be elected Manager; or if within the same year or term of his office, he shall be confined by sickness, or otherwise rendered incapable of executing the office of a Manager, according to the true meaning of this law, or shall die, the rest of the Managers, as often as occasion shall require, in any of the cases aforesaid, shall proceed in their duty and office without him; or if they think fit they shall nominate another of the contributors to supply his place of a manager until the then next ensuing election.

May displace the Treasurer.

And if any person so elected Treasurer, shall absent himself from his said office for the space of thirty days, or shall be otherwise rendered incapable, or neglect his office or duty of Treasurer, it shall and may be lawful for the Managers for the time being, to displace him from the said office; and the Managers causing their clerk to make a minute for the purpose, containing their reasons for displacing him, he shall thereupon, and from thenceforth, cease to be the treasurer aforesaid, and shall, upon notice thereof, adjust and settle with the Managers, and pay and deliver the money, books, writings, accounts, and all other effects whatsoever in his hands belonging to this corporation, to such person or persons as the Managers shall order and appoint; and in that case, and so often, and also if the treasurer shall depart this life, the Managers shall nominate another of the members of this corporation, but not of their own number, to be Treasurer until the next meeting for the annual election, or other general meeting of the contributors.

Building must be sanctioned by the contributors.

*Provided always*, any thing herein contained to the contrary notwithstanding, That before the Managers for the time being proceed to erect any building for the said Hospital, a plan of such proposed building, with an estimation of the expense, shall be prepared and laid before a general meeting of the contributors for their consideration; and

their approbation shall be obtained before the same is carried into execution.

Signed by order of a general meeting  
of the contributors.

JOSHUA CROSBY, President.

January 17, 1752. The above bill was read three times at a general meeting of the contributors to the Pennsylvania Hospital and passed by a very great majority.

B. FRANKLIN, Clerk.

We approve this law,

WILLIAM ALLEN, Chief Justice.

ISAAC NORRIS, Speaker of the Assembly.

TENCH FRANCIS, Attorney-General.





# RULES

OF THE

## PENNSYLVANIA HOSPITAL.

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### OF THE MANAGERS.

1. The stated meetings of the Board of Managers shall be held at the Hospital, on the last Second day (Monday) of every month; to assemble at 3 o'clock P. M. Fine for non-attendance at any stated or special meeting, fifty cents; and for absence at the hour of meeting, twenty-five cents.

2. The managers shall, at their first stated meeting after their election in the Fifth month (May) every year, choose by ballot four Doctors of Medicine as Physicians; and four Doctors of Medicine as Surgeons; to visit and prescribe for the patients in the Hospital in the city; and one Doctor of Medicine as Physician-in-Chief of the Hospital for the Insane, and five Doctors of Medicine as Assistant Physicians thereof; all of whom, except the last named, shall be members of this Corporation, and not less than twenty-seven years of age.

They shall also at the same time choose by ballot a Steward, Matron, Assistant Matron, Apothecary, Clerk, and Librarian for the Hospital on Pine Street; and a Steward and Matron for each department of the Hospital for the Insane.

In all offices or positions which under the foregoing rules are to be filled by election by the Board, vacancies may be supplied, by the appointment of the Board, for the unexpired time of the term in which such vacancy shall occur.

3. The Managers shall at the stated meetings in the Second and Eighth months elect by ballot, one Doctor of Medicine to serve as Resident Physician of the Hospital in the city, for a term of eighteen months from the first of the Fourth or first of the Tenth month next succeeding his election.

4. All alterations to the By-Laws of this Institution shall be submitted at one meeting of the Board and brought up for final action at the next meeting.

The Standing Committees of the Board shall be as follows:—

1. A Committee on Loans, who shall in conjunction with the Treasurer (with the approval of the Board of Managers) make such investments of money in his hands as may be thought desirable.

2. A Committee on the Library, who shall have charge of the same, superintend the purchase of books, and make such rules for its government as they may think requisite.

3. A Committee on the Apothecary Shop and Pathological Museum, under whose direction purchases of drugs shall be made, and a general supervision of both be exercised by the Committee.

4. A Committee on Legacies and Trusts, whose duty it shall be to see that a regular record is kept of all Legacies and Donations, to have the charge of any Real Estate belonging to the Hospital other than that which is occupied for its own use, and to suggest to the Board from time to time such disposition of the Real Estate as they may think best calculated to promote the interests of our Institution.

The President shall be *ex officio* a member of all Standing Committees.

#### ATTENDING MANAGERS.

1. A Committee of two Managers, to be called the Attending Managers, shall be appointed monthly, whose duty it shall be to supervise the affairs of the Hospital, and who shall have the sole power to admit and discharge patients, except as hereinafter mentioned.

2. They shall attend at the Hospital on Pine Street on the Fourth day (Wednesday) of every week from 9 to 10 o'clock A. M.; and shall visit the Hospital for the Insane on Seventh day (Saturday) of every week.

3. They shall keep regular minutes of the admissions and discharges of patients in both Hospitals; and shall insert thereon all orders given by them for the expenditure of money.



## OF THE HOSPITAL ON PINE STREET.

### ATTENDING PHYSICIANS AND SURGEONS.

1. The medical practitioners chosen to serve this Hospital shall be classed with each other, and give their attendance at such seasons as shall be concluded and agreed upon by themselves with the sanction of the Managers.

2. The Physician and Surgeon on duty shall visit their respective wards daily from 9 to 12 o'clock in the forenoon; and at such other times as may be necessary for the faithful performance of their duties.

They shall also on the Third,\* Fourth, and Seventh day (Tuesday, Wednesday, and Saturday) of every week from 10 to 12 o'clock A. M., deliver clinical lectures to such students of medicine as may have acquired the right to attend them.

3. The clinical lectures at the Pennsylvania Hospital shall be free of charge to such students of medicine as are recommended by the members of the Medical and Surgical Staff, and certificates of attendance shall be issued by the hospital to those students who have attended the lectures, upon the payment of five dollars.

4. Except in cases of emergency, no important surgical operation shall be performed without a previous consultation, of which all the surgeons shall have due notice.

5. The physicians and surgeons shall have power to establish rules for the regulation of their respective wards, to be framed and hung up therein, subject to the approval of the Managers.

6. No Surgeon or Physician, without the consent of the Attending Managers, shall be entitled to contract any debt or liability against or in the name of the Hospital, for any surgical, medical, or mechanical supplies for the treatment or relief of any patient.

### OF THE RESIDENT PHYSICIANS.

1. Candidates for the office must be graduates of medicine at the time of their application.

2. The Resident Physicians shall have charge alternately of the medical and surgical wards, for such periods, and in such manner as shall be agreed upon by the physicians and surgeons, and approved by the Managers. They shall regularly visit the patients

\* The lecture on Third day (Tuesday) is for female students.

under their charge every morning and evening, and to the best of their skill administer to their relief. They shall accompany the attending physicians and surgeons in their daily visits, report to them all new cases which may have been admitted in their absence, and regulate the practice according to their orders; and (permission of the friends of the decedent being first obtained) make such autopsies as may be desired.

3. It shall be the duty of the Resident Surgeons to see, as soon as practicable, every case of accidental injury, applying for admission to their respective wards, and in no case to act on the representation of a nurse or other subordinate. And if admission is unnecessary or the patient refuses to remain, the Resident is expected to administer to the immediate exigencies of the case before he dismisses it, and shall keep a record thereof. And when cases are sent from the wards of the Hospital to the Out Patient's Department for treatment, the diagnosis shall accompany each case signed by the Resident Physician.

4. They shall also make written records of all circumstances attending the cases of those admitted into the Hospital, according to the form prescribed by the Attending Physicians and Surgeons and approved by the Board, which shall be carefully preserved by the Hospital Clerk for future reference and additional record. And the same when made shall belong exclusively to this Hospital and be bound in proper books or files to be furnished by the Steward.

5. They shall promptly report to the Steward, Assistant Matron, or Attending Managers all instances of neglect of duty.

6. It shall be the duty of the Resident Physicians to report to the clerk, as soon as practicable after admission, the name, age, diagnosis, place of nativity, occupation, and social state (single, married, or widowed) of every patient admitted into their respective wards.

7. It shall also be the duty of the Residents to write, legibly, the diagnosis of each case on the admission card suspended over the bed of the patient, as soon after admission as practicable.

8. The Resident who has charge of the Lower Surgical Wards shall have the instruments kept in order, and be accountable therefor, during his term of service. He shall preserve an inventory of them, which, together with the instruments, he shall deliver to his successor. No instrument of any kind is to be loaned to any one without the written order of the Attending Surgeon on duty, and a record of such loans shall be preserved.



9. The Residents shall not all be absent from this Hospital at the same time.

10. No Resident shall engage in the teaching or practice of his profession, or in any other occupation out of the Hospital, nor shall he charge or receive a fee for attending patients therein, while acting as Resident Physician thereof.

11. It shall be the duty of each Resident Physician to notify the Curator and Pathologist of every post-mortem examination. When the exigencies of the case do not allow of notice being sent beforehand, the Resident Physician must, in all cases, send such notice at the earliest practicable moment subsequently.

12. It shall be the duty of each Resident Physician to preserve all desirable specimens, taken post-mortem, or otherwise, from the patients under his care, and hand them, properly labelled, to the Curator.

13. It shall be the duty of the Resident Physicians to add to the notes of their cases, the record of the post-mortem examinations that has been made by the Pathologist, which must be given to the Resident Physicians by him in all such cases.

14. The Physician or Surgeon on duty, as the case may be, shall have the power of appointing a substitute for a Resident who may be unable to attend to his duties from sickness or absence, subject to the approval of the Attending Managers; such appointment and approval in all cases to be entered on the minutes of the latter.

15. At Clinical Lectures, and at other times, when important Surgical Operations are to be performed, the Operating Surgeon shall have command of the services of the Surgical Residents, and also, if necessary, of those of the Medical Resident, when his services are not required by the Physician on duty.

The respective duties of the Residents at such times are to be regulated by the surgeon.

16. The following shall be the method of sending for the Surgeons in cases of emergency:—

A note briefly describing the nature of the case shall be sent by the Resident, under whose care it comes, to the Surgeon on duty. Three other notes, addressed respectively to the other Surgeons, and inclosed in envelopes with the Hospital imprint on them, shall be sent with the first note in order that the Surgeon may at once use both them and the messenger to call a consultation, if he considers it necessary to do so. At any ordinary absence of the Surgeon in whose ward the case has occurred the messenger must be instructed to leave the notes; but if he ascertains that the absence



is to be a prolonged one, the notes must go to the other Surgeon on duty.

The same course must be observed towards the Physician, as to notes, should a case of emergency arise in the medical wards.

17. The Residents shall not publish reports of cases, nor exhibit pathological specimens at meetings of societies, without previously obtaining the consent of the Physician or Surgeon under whose care the cases have been treated.

#### PATHOLOGICAL MUSEUM.

All specimens, pathological or normal, which occur in the practice of the Hospital, both surgical and medical, from *post-mortem* examination or otherwise, which may be deemed worthy of preservation by the Curator, shall be considered the property of the Hospital and be deposited in the museum.

The Curator, with the sanction of the Committee, shall be furnished with such necessary implements, from time to time, for the museum, as may be required. The Steward shall be authorized to pay all bills, consequent upon the formation of the museum, which have been previously approved by a member of the Committee. The Steward shall allow an assistant to aid the Curator at such times as may be required.

#### CURATOR.

1. The Curator shall have entire charge of all the specimens, belonging to or deposited in the museum, and he shall be responsible for the same.

2. He shall keep a register in which the history of all the specimens shall be kept, together with a catalogue of the same.

3. It shall be the duty of the Curator to have mounted all the specimens, either as wet or as dried preparations, as the case may require.

4. The Curator shall have notice given him by the Resident Physicians of every *post-mortem* examination made in the Hospital, so that he may be present at such examinations and judge what specimens may be interesting for the museum. A description and history of all such specimens shall be recorded as far as practicable, and a report of them be laid annually before the Board of Managers by the Curator, as well as any other information connected with this department.

## OUT-PATIENTS' DEPARTMENT.

1. There shall be a department of Out-Patients for the treatment of medical and surgical cases.

2. The medical Out-Patients' service shall be from 11 to 12 o'clock daily.

The surgical Out-Patients' service shall be from 10 to 11 o'clock daily.

3. There shall be four Physicians and four Surgeons elected for this department, one of each being on duty.

4. The Physicians and Surgeons shall have the charge of, and prescribe for, all patients applying at the Out-Patients' department of the Hospital for relief, and when any such cases shall require or desire in-door treatment, they shall be referred to the Attending Physician or Surgeon on duty, at their visiting hours.

5. When the Attending Physician or Surgeon shall deem it best, cases shall be transferred from the wards of the Hospital to the charge of the Out-Patients' department, and the Physicians and Surgeons of that branch of the Hospital practice shall be entirely responsible for the future treatment of such cases.

6. The names of all the applicants for relief, with complete records of the cases, shall be kept by the Physicians and Surgeons in books prepared for that purpose; and at the close of each year the statistics shall be incorporated in a report which shall be made to the Board of Managers.

7. During the temporary absence either of the Attending Physician or Surgeon, he may appoint one of the Out-Patient Physicians or Surgeons, who shall during his absence have charge of the ward and perform all the duties pertaining to the office of the Attending Physician or Surgeon, save the performing of important operations when the services of any of the Attending Surgeons can be obtained, except in great emergencies. When the absence is to be a prolonged one, the Out-Patient Physician or Surgeon so appointed shall be a substitute for the absentee, subject to the approval of the Attending Managers.

## STEWARD AND MATRONS.

1. The Steward shall have the general care of the buildings of this Hospital, and purchase the fuel, furniture, food, and stores of all kinds, subject to the direction of the Attending Managers; he shall keep regular accounts of receipts and expenditures, to be



vouched and laid before the Board. He shall hire the gatekeeper, the nurses, and domestics, and discharge them should occasion arise therefor.

2. The Matron shall have the general control of the domestics, and in conjunction with the Steward take care that the patients are well treated, and have a general supervision of the housekeeping and management of the Hospital.

3. The Assistant Matron's duty shall be in the wards and their appurtenances, to superintend the dietetic arrangements for the sick and hurt, and have immediate supervision of those employed therein, as well as to see that the proper temperature, ventilation, cleanliness, and good order of the bedding, clothing, and other articles used therein are maintained; that the nurses are careful in the performance of their duty; and that the sick are faithfully and promptly attended to in accordance with the direction of the Medical Staff.

#### APOTHECARY.

1. He shall reside in the Hospital and perform all the duties appertaining to his department. He shall regularly preserve every prescription of the physician; and no medicine or other article shall be delivered by him to any person, unless prescribed in due form.

2. He shall keep records of all medicines purchased by direction of the Committee.

3. He shall keep a Meteorological record noting the measurement of the thermometer, barometer, and other meteorological instruments at stated times of each day.

4. He shall not absent himself from the Hospital without notifying the Steward, and having his place supplied by one of the Resident Physicians, or such other person as shall be approved by the Committee, nor shall he permit patients or others (except officers of the Institution) to occupy the shop.

#### CLERK AND LIBRARIAN.

1. He shall prepare the monthly, annual, and other accounts; and generally perform such duties as appertain to his office, or may be assigned to him by the Managers.

2. He shall have the care of the Medical Library, subject to the rules for the management thereof.

#### NURSES AND SERVANTS.

1. It is the duty of the nurses faithfully to attend to the patients under their charge, and to obey implicitly the directions of the



Attending and Resident Physicians, Surgeons, and Assistant Matron in regard to them, to see that patients behave with propriety, and observe all the regulations of the Institution, and to report any irregularity or breach of rule to the Steward.

2. Any nurse who shall refuse or neglect to follow the directions of the Physicians, Surgeons, or Assistant Matron, or who shall be negligent or inattentive in his or her duties generally, may be discharged by the steward on a request to that effect from the Attending Physician, Surgeon on duty, or the Assistant Matron, as the case may be.

3. All nurses are required to be in their respective wards during visiting hours; and no nurse or assistant shall be absent at this time without special permission from the Resident in charge of the ward.

4. None of the nurses or domestics employed in the Hospital shall, at any time, absent themselves from their duties therein without having first obtained permission from the Steward or Matrons. And in all cases they are to go and return through the gate on Eighth Street.

#### WATCHMAN AND WATCHWOMAN, OR NIGHT NURSES.

The Watchman and Night Nurses shall commence their duty at fifteen minutes before ten o'clock P. M., and pass hourly through the wards until daylight. They are strictly enjoined to attend to the safety of the kitchen fires, and shall extinguish all lights in the wards not directed by the Physician, Steward, or Matrons. They shall administer such medicines as may be entrusted to them by the Resident Physician or surgeon, to be given in the night to patients. They are also required to report to the Steward all irregularities they may observe during the night.

#### ADMISSION AND DISCHARGE OF PATIENTS.

1. Persons accidentally wounded or otherwise injured, shall be received at all hours, subject to such rules as the Managers shall from time to time enact; provided always, that the accident or injury happen in Pennsylvania, and the patient is brought to this Hospital within twenty-four hours after its occurrence.

2. All patients brought to the Hospital shall be examined either by the Attending Physicians or Surgeons or the Residents, and shall

be retained in the Reception Ward until the Resident having charge shall direct their transfer to one of the other wards.

3. The admission in all cases to be by printed certificate of name, age, place of nativity, occupation, social state (single, married, or widowed), and the diagnosis under the signature of the doctor admitting; and the Steward shall also, whenever practicable, require security for the clothing of the patient, and his or her removal when discharged.

4. All applications for admission shall, as far as is practicable, be made at the Hospital in the forenoon.

5. No person having any infectious or contagious disease shall be admitted into this Hospital.

6. No patient shall be admitted on the charity of the Institution whose case is judged to be incurable.

7. No person having a venereal disease or mania-à-potû shall be admitted as a free patient.

8. Pay patients may be admitted by the Steward on the certificate of a Hospital Physician at the rate of not less than one dollar per day, except in cases of mania-à-potû or alcoholism, the lowest charge for which shall be two dollars per day.

9. All patients shall give security for the payment of their board.

10. All patients shall be discharged as soon as they are cured; and all charity patients whose cases, after a reasonable time of trial, shall be judged incurable, shall be discharged.

11. All discharges, except for misconduct, which are hereinafter provided for, shall be made under the direction of the Attending Physician or Surgeon.

12. All admissions and discharges shall be registered by the Clerk and reported to the Attending Managers, on their weekly visits, to be entered by them on their minutes.

#### FREE BEDS.

A contribution of \$5000 to the permanent fund of the Hospital, will endow a free bed in the Pine St. Hospital, to be named, unless otherwise directed, after the donor.

#### PATIENTS.

1. The patients shall conduct themselves with decorum towards each other, the officers of the Hospital, nurses, and attendants. They shall not smoke tobacco or play at any game of chance in the Hospital.



2. No venereal patient shall be placed in any other ward than those especially appointed for that class of patients, to which they shall be strictly confined.

3. No liquors, provisions, or medicines of any kind, shall be furnished to any of the patients by their friends; and no patient shall be permitted the use of any diet prepared in the House other than that which may be ordered by the proper officers.

4. No patient shall be allowed to leave the Hospital while under treatment, except by special permission of the Physicians and Steward.

5. Such free patients as are able shall give assistance in nursing or otherwise, when required to do so by a Resident Physician, the Steward, or Assistant Matron.

6. If any breach occur in any of the above rules, the offender shall be liable to be discharged by the Attending Managers, or, in their absence, by the Steward, who shall report to them.

7. When any patient shall desire to see a minister or teacher of religion, the same is to be communicated to the Resident Physician in charge, and, if it be not deemed improper in a medical point of view, the Physician or Steward shall notify the individual whose presence is required.

#### VISITORS.

1. Visitors to patients will be admitted on every afternoon, except on the first day of the week, between the hours of 2 and 4 o'clock; at other times a special order for admission from a Manager or the Steward will be required.

2. Those admitted to visit patients shall not be permitted to ramble over the house and grounds, but shall be directed to the apartments in which the person sought for may be found.

3. No visitor shall lodge in the Hospital, without permission from the Steward.

#### GATEKEEPER.

1. The gatekeeper shall admit no person into the Hospital after 10 o'clock P. M., except in cases of recent accident.

2. He shall allow no patient to pass from the Hospital without an order from the Steward.

3. He shall immediately report to the Steward all cases of persons attempting to bring in liquor, or coming in intoxicated, and all other irregularities falling under his notice.



4. He shall allow no person to take into the Hospital any liquor, provisions, or medicines for any patient, nurse, or domestic therein.

#### GENERAL RULES OF ORDER.

1. The Resident Physicians, Apothecary, Clerk, and Librarian are enjoined to be regular at their meals. As punctuality in this matter is considered essential to the discipline of the Hospital, the Steward is required to report frequent breaches of this rule to the Attending Managers.

2. All lights, except in the wards, entries, Steward's, Matron's, and Physicians' rooms, are required to be extinguished at 10 o'clock, P. M. No reading in bed at night is to be allowed, by either patients or any person connected with the establishment in any capacity.

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#### RULES FOR THE MEDICAL LIBRARY.

1. The Librarian shall see that all the books are properly labelled and numbered, and shall keep a complete catalogue of them in numerical order; also a list of all persons entitled to use the Library. He shall attend on every Second, Fourth, and Seventh day from 9 to 10 o'clock A. M., and from 3 to 4 P. M., for the purpose of lending out and receiving books; he shall examine those returned, and, if uninjured, immediately replace them on the shelves. He shall keep an account of all fines and forfeitures incurred, and settle with the Steward for the same quarter-yearly.

2. The books shall only be lent to the following persons: viz., the Managers, Treasurer, Physicians, and Surgeons of the Hospital; and gentlemen who may have filled either of those offices for a period of not less than five years; the resident officers of the Institution; and such other persons as hold a certificate of right, or may hereafter acquire one.

3. The sum to be paid for the privilege of using the Library during life, conformably with its rules, shall be twenty-five dollars. The temporary use of the Library may be obtained by the payment of three dollars per annum; the right to be in no case transferable.

4. Every person entitled to use the Library shall, before taking out books, sign a conditional bond or obligation, as security for

his due observance of the rules of the Library, and for the value of such books as may be lost or injured by him. A deposit of ten dollars shall also be required of those having but a temporary right to take out books.

5. No person shall be allowed to take out more than two volumes at one time without the special permission of the Library Committee; nor shall any book be kept out longer than four weeks. On its return the Librarian may renew the loan, if no other applicant requires the book.

6. A fine of ten cents per week shall be paid for every book kept beyond the limited time, and if a book be not returned within three months it may be deemed lost, and the borrower shall, in addition to its value, pay such fine, not exceeding ten dollars, as the Library Committee shall direct.

7. In case any book is returned injured, the borrower shall pay for the injury or replace the book. And if one or more books belonging to a set be lost, the borrower shall take the remaining volumes and pay the value of the set in addition to such fine as may be determined by the Library Committee.

8. Periodicals can only be taken out of the Library when bound.

9. The Library Committee may permit scientific men to use the books of the Library for limited periods—subject to its rules—but to not more than six persons at one time.

10. Rare and costly folio and quarto books with engravings are not to be lent out of the Library without a special written order of the Library Committee.

11. In all cases of doubt in regard to the construction of these rules, or their violation, the judgment of the Library Committee shall be conclusive: provided always that in cases of gross misconduct, or refusal to comply with the rules, the Board of Managers reserve the power of declaring the rights of the offender forfeited, and prohibiting his future access to the Library.

12. The Steward shall be authorized to pay all bills which have been approved by the Library Committee.





## OF THE HOSPITAL FOR THE INSANE.

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The title of this branch of the Institution shall be "The Pennsylvania Hospital for the Insane." The western building shall be styled, "the department for males," the other, "the department for females.

### OFFICERS.

The officers of the Pennsylvania Hospital for the Insane, shall consist of a Physician in Chief for the whole establishment, and of one or more Assistant Physicians, a Steward and a Matron for each department.

#### I. THE PHYSICIAN IN CHIEF.

1. The Physician in Chief of the Hospital for the Insane, shall be the official head of that department; and under the instructions of the Board of Managers, shall have the general superintendence and control thereof, and of all persons employed on the premises.

2. He shall reside upon the premises, and devote his whole time to the promotion of the interests of the Institution and the welfare and comfort of the patients.

3. He shall have the sole direction of the medical, moral, and dietetic treatment of the patients; and his directions respecting them are to be implicitly obeyed by all persons about the establishment.

4. He shall have the power to select and dismiss at his pleasure all the attendants and other persons employed in the care of the Insane, and the sole direction of their duties. With the sanction of the Attending Managers, he shall from time to time make such regulations for the government of the attendants, and all others engaged in any way about the Institution, as he may deem salutary.

5. He shall have the general direction of the farm, gardens, and

grounds of the Hospital; and may make contracts with the farmer and others employed thereon, and with the tenants (subject to approval by the Board of Managers).

6. He shall obtain as far as practicable a complete history of the case of every patient admitted into the Hospital, and shall keep or cause to be kept for the use of the Institution a register of the same, and as full a record of the subsequent treatment and results as he may deem likely to promote the interests of science, and tend to improve the treatment of the insane.

7. He shall furnish to the Board of Managers, annually at its stated meeting in the First month (January) in each year, a detailed report of the operations of the Hospital, with tabular statements of the cases treated, during the preceding year, and of its actual condition; with such other observations as he may deem useful or interesting.

8. All correspondence respecting the patients shall be under his direction.

9. He shall exercise a vigilant supervision of all expenditures, and as far as he can, shall indicate by some mark on all bills or receipts, that no purchases have been made or expenses incurred, without his approval, or at least without his knowledge.

## II. OF THE ASSISTANT PHYSICIANS.

1. The Assistant Physicians shall reside in the Hospital, and under the direction of the Physician in Chief, shall devote their whole time to its service, and carry out to the best of their abilities all the instructions of that officer.

2. They shall prepare and superintend the administration of all medicines prescribed for the patients; preserving in a book provided for the purpose, every prescription, with the name of the patient, and shall keep or assist in keeping such records, and performing such other duties as may be required by the Physician in Chief.

3. They shall be as much as possible among the patients, visiting them regularly every morning and evening, and as often as they can at other hours, and do all in their power to contribute to their comfort and welfare; they shall have a general supervision of the attendants, and shall promptly report to the Physician in Chief, all instances of neglect or of improper conduct on the part of any one connected with the Institution, that may come to their knowledge.



4. They shall not absent themselves from the Hospital without the knowledge and consent of the Physician in Chief and the Attending Managers.

### III. OF THE STEWARDS.

1. Under the instructions of the Physician in Chief, the Stewards shall have a general oversight of the buildings, grounds, and farm, and shall see that they are at all times kept in perfect order and repair, and that all persons employed about the same perform their duties faithfully.

2. Under the direction of the Physician in Chief and subject to the instructions of the Attending Managers, they shall purchase furniture, fuel, clothing, stores, and all other necessary articles, and shall be responsible for their safe keeping and economical use.

3. They shall collect all moneys due the Institution for board of patients, etc., as they become due, and shall keep plain and accurate accounts of the receipts and expenditures. They shall furnish transcripts thereof, approved by the Attending Managers, to be laid before the Board at each of their stated meetings. They shall also keep a regular register of the names and of the dates of admission and discharge of every patient.

4. Subject to the authority given to the Physician in Chief, and under his instructions, they shall hire, pay, and discharge all persons employed about the premises.

5. They shall pay particular attention to the quality of the provisions provided for the use of the Institution, and the manner in which they are cooked and served. They shall visit the dining-rooms during meals, and see that all things appertaining to them are disposed in a neat and becoming manner, that good order and perfect cleanliness are preserved in every part of the house coming under their notice, shall promptly report to the Physician in Chief all instances of neglect or improper conduct that they may observe, and, as far as practicable, see that the warming and ventilation of the buildings are properly regulated.

### IV. OF THE MATRONS.

It shall be the duty of the matrons to have the immediate charge of the housekeeping. They shall observe the manner in which the attendants and others perform their duties, and report to the Physician in Chief any instances of neglect or improper conduct coming under their notice. They shall have the general oversight and



direction of the domestics, and shall superintend and direct the cooking and distribution of food, and in conjunction with the Stewards, shall see that the supply is abundant, varied, well cooked, and neatly served, in all the dining-rooms of the establishment, which they shall visit as often as possible at the hours for meals. They shall also see that the bedding, clothing, etc. of the patients are always kept clean and in good order. They are expected to devote their whole time to the service of the Institution, and under the instructions of the Physician in Chief, to spare no efforts to promote its prosperity.

#### V. GENERAL RULES.

All persons engaged, in any way, about the institution, shall be careful to conform to the regulations made for the government of the Hospital, and at all times do what they can to promote its prosperity. No smoking of tobacco by any thus employed, shall be allowed within the enclosures, nor in the vicinity of the barns or other outbuildings; nor shall any persons be employed who are addicted to the use of spirituous liquors.

All lights, except in the wards, entries, Steward's, Matron's, and Physicians' rooms, are required to be extinguished at ten o'clock, P. M. No reading in bed at night is to be allowed, either by patients or any person connected with the establishment in any capacity.

#### VI. OF THE ADMISSION OF PATIENTS.

1. Before any patient can be admitted into this Hospital, a request in writing to that effect from some near relative or friend, and a certificate of said patient's insanity signed by two respectable graduates of medicine, shall in all cases be required, in the mode prescribed by the laws of Pennsylvania.

2. Neither idiots nor persons having mania-a-potû, shall be received into this Hospital.

3. A limited number of insane persons in indigent circumstances, whose cases are recent, and such as are believed to offer a fair chance of cure, shall be admitted as patients by the Attending Managers for a period not exceeding three months for each case, and shall be treated without any charge. If promising favorably, and on the recommendation of the Physician in Chief, the period may be extended at the discretion of the Board. Security for the removal of such patients when discharged, and for their clothing whilst in

the Hospital, shall be required of some responsible resident of the city of Philadelphia, or its vicinity. The number of these patients shall from time to time be regulated by the Board of Managers, and is now fixed at 50.

4. Patients paying board may be admitted by any member of the Board of Managers, under the following rules.

5. The rate of board shall be regulated by the pecuniary ability of the patient, or of the friends of the patient, and the class of accommodations required. The lowest rate shall be nine dollars per week. They shall not be admitted for a less period than three months, for which time the board shall be required to be paid in advance at the time of admission; and if taken away *uncured* before the expiration of that period, contrary to the advice and consent of the Physician in Chief of the Hospital, the amount as above paid in advance shall be considered forfeited, and no part thereof shall be returned. Four weeks' board shall be retained in all cases. All payments shall be made quarterly in advance. Security of some responsible resident of the city of Philadelphia or its vicinity shall in all cases be obtained, for the payment of board and all other expenses whilst in the institution, and for the performance of the foregoing conditions.

6. When special attendants are desired they are always to be provided by the Physician of the Hospital, and the charge therefor to be added to the board.

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#### REGULATIONS FOR THE ADMISSION OF VISITORS.

The Board of Managers—recognizing the duty of shielding the insane from all improper exposure, and regarding their right of protection from the gratification of an idle curiosity on the part of strangers, just as great, while residents of a hospital, as in their own dwellings—have adopted the following regulations for the admission of visitors:—

1. Visitors are not to be admitted before 10 o'clock A. M., after sunset, nor on the First day of the week. They are not to be admitted on the afternoon of Seventh day (Saturday) unless on special business with the Attending Managers, or one of the officers of the house.



2. All parts of the Hospital *not occupied by patients* may be shown and explained during the hours for the admission of visitors.

3. No visitor, unless in company with a Manager, can be taken into the wards, without permission from the Physician-in-Chief, or in his absence, from an Assistant Physician; and when visitors are allowed to enter the wards, they must always be accompanied by one of these officers, by the Steward or Matron, or by some person delegated by the Physician for the purpose.

4. As this Hospital cannot be allowed to become a resort for idle curiosity, it is hoped that the friends of patients, and all others, will carefully avoid prolonging their visits unnecessarily. And those employed in the care of the patients or in the domestic departments are to avoid inviting company to the Hospital.

5. The Pleasure Railroads and other contrivances for the amusement of patients, are not to be used by visitors; nor are they to enter the museums or to pass through the pleasure grounds, except by special permission.

6. It is expressly forbidden to furnish any inmate of this Hospital with tobacco in any form; or to deliver to, or receive from a patient, any letter, parcel, or package, without the knowledge and approbation of the Physician.

7. Funds for the use of the patients are to be placed in the hands of the Stewards, to be used only under the direction of the Physician.

8. Under ordinary circumstances, carriages are not to enter the enclosures. When for any purpose they have been taken to the centre buildings, they are never to be left standing there; and drivers are always expected to remain with their vehicles outside of the gateway.





