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# PLAN OF ORGANIZATION

AND

# BY-LAWS

OF

THE HOSPITAL OF THE UNIVERSITY OF  
PENNSYLVANIA.



PHILADELPHIA:  
COLLINS, PRINTER, 705 JAYNE STREET.  
1874.



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# BOARD OF MANAGERS.

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*VICE-PRESIDENT.*

ELI K. PRICE.

*SECRETARY.*

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*TREASURER.*

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ROBERT E. ROGERS, M.D.,	SAUNDERS LEWIS,
JOSEPH LEIDY, M.D.,	JOHN S. NEWBOLD,
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DR. J. CARSON,

# MEDICAL STAFF.

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## MEMBERS *EX-OFFICIO*.

ALFRED STILLÉ, M.D., Professor of the Theory and Practice of Medicine  
and of Clinical Medicine.

D. HAYES AGNEW, M.D., Professor of Surgery.

R. A. F. PENROSE, M.D., Professor of Obstetrics and of the Diseases of  
Women and Children.

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WILLIAM PEPPER, M.D., Clinical Professor of Medicine.

D. HAYES AGNEW, M.D., Clinical Professor of Surgery.

JOHN NEILL, M.D., Associate Clinical Professor of Surgery.

WILLIAM GOODELL, M.D., Clinical Professor of Diseases of Women and  
Children.

WILLIAM F. NORRIS, M.D., Clinical Professor of Diseases of the Eye.

GEORGE STRAWBRIDGE, M.D., Clinical Professor of Diseases of the Ear.

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HORATIO C. WOOD, JR., M.D., Clinical Lecturer on Nervous Diseases.

LOUIS A. DUHRING, M.D., Clinical Lecturer on Diseases of the Skin.

JAMES TYSON, M.D., Clinical Lecturer on Pathological Anatomy and His-  
tology.

# PLAN OF ORGANIZATION

OF THE

## HOSPITAL OF THE UNIVERSITY OF PENNSYLVANIA.

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1. The Hospital shall be called "THE HOSPITAL OF THE UNIVERSITY OF PENNSYLVANIA."
2. It shall be under the control of a Board of Managers composed—
  - a.* Of five (5) trustees, who shall be chosen annually by the Board of Trustees of the University.
  - b.* Of the seven (7) members of the Medical Faculty.
  - c.* Of three (3) of the Alumni of the Medical Department, to be chosen annually by the Executive Committee of the Society of the Medical Alumni.
  - d.* Of three (3) contributors to the Hospital Fund, to be elected annually at the meeting of the contributors, who shall be all such persons as shall have paid twenty-five dollars (\$25) or more to the Hospital Fund.

All elected members shall be subject to the annual approval of the Board of Trustees of the University.
3. The Board of Managers shall have charge of all the internal concerns of the Institution, the reception and

discharge of patients, and the election of all the subordinate officers for whose appointment other provision is not made.

4. It shall also be the duty of the Board of Managers to present to the Board of Trustees an annual report of the operations of the Hospital.
5. The Medical Staff of the Hospital shall consist of—
 

The Professor of the Theory and Practice of	}	<i>Ex-officio.</i>
Medicine, and of Clinical Medicine;		
The Professor of Surgery;		
The Professor of Obstetrics and of the Dis-		
eases of Women and Children;		
A Clinical Professor of Medicine;		
A Clinical Professor of Surgery;		
An Associate Clinical Professor of Surgery;		
A Clinical Professor of Diseases of Women and		
Children;		
A Clinical Professor of Diseases of the Eye;		
A Clinical Professor of Diseases of the Ear;		
who shall be styled Clinical Professors in		
the Hospital of the University of Penn-		
sylvania.		
And of such Clinical Lecturers as the medical		
faculty may deem desirable.		
6. The Clinical Professors of Medicine, Surgery, Diseases of Women and Children, Diseases of the Eye, and Diseases of the Ear, shall be appointed by the Board of Trustees.
7. The Clinical Lecturers shall be appointed by the Medical Faculty.
8. The Medical Staff shall assign to its members their respective duties, with such limitations and



modifications as may from time to time be required.

9. The expenses of the Hospital shall be paid by appropriations from the Hospital Fund, made from time to time by the Board of Trustees, and upon requisitions approved by the Board of Managers.
10. The Board of Trustees retain the power to alter, modify, or repeal any clause in the preceding Plan of Organization.



# BY-LAWS

OF THE

## BOARD OF MANAGERS.

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1. The Board of Managers shall, in accordance with the resolution of the Board of Trustees, be composed of the following members—

*a.* Of five trustees, who shall be chosen annually by the Board of Trustees of the University.

*b.* Of the seven members of the Medical Faculty.

*c.* Of three of the Alumni of the Medical Department, to be chosen annually by the Executive Committee of the Society of the Medical Alumni.

*d.* Of three Contributors to the Hospital Fund, to be elected annually at the meeting of the Contributors.

All elected members shall be subject to the annual approval of the Board of Trustees of the University.

2. The Board of Managers shall have charge of all the internal concerns of the Institution, the reception and discharge of patients, and the election of all the subordinate officers for whose appointment other provision is not made.

3. The Board of Managers shall hold their stated meetings regularly on the last Thursday of every month, at such hour and place as shall hereafter be determined.

4. Special meetings may be called at any time by the Secretary upon the written request of the President, Vice-President, or three members of the Board; and the notices of such meetings shall contain an announcement of the special business to be transacted.

5. The order of business at the Stated Meetings shall be:—

1st. The reading of the Minutes.

2d. Communications, which shall be read, considered, and disposed of.

3d. Report of Treasurer.

4th. Reports of Standing Committees.

5th. Reports of Special Committees. All reports shall be in writing; and each report shall be disposed of before proceeding to the next in order.

6th. Unfinished business.

7th. New business, introduced by resolution.

6. For the transaction of business, not otherwise specially provided for, seven members shall be a quorum, and any number less than a quorum may make an adjournment, of which the Secretary shall give due notice. But for making or altering by-laws, or for contracting any debt beyond two hundred dollars, except for current expenses, ten members shall be required to form a quorum.

7. The officers of the Board shall consist of a President, a Vice-President, a Secretary, and a Treasurer, who shall be annually elected by ballot at the stated meeting in January. At the same time there shall be annually elected by ballot the following Standing Committees: a Committee on Finance, a Committee on Supplies, a Committee on Property and Repairs, and a Committee on Library and Museum. There shall also be annually elected at the same time, a Superintendent, a Matron, a Clerk, an Apothecary, and a Gate-keeper.

8. At the first meeting after each annual election, the Board shall be distributed by the President or Vice-President into Visiting Committees to serve during the ensuing year.

9. The Board shall also elect semi-annually at the stated meetings in March and September two Resident Physicians and two Assistant Resident Physicians. They shall be elected according to their grade and standing in an examination specially held for this purpose by the Medical Staff as hereinafter provided.

10. They shall also determine from time to time the number of beds which shall be maintained in the Hospital, provided that at no time they incur an expense exceeding the current income of the Institution.

11. They shall receive a semi-annual statement from the Treasurer of the Board of Trustees of the condition and amount of the investments of the Hospital Fund.

12. They shall receive at each monthly meeting a report from the Superintendent of his disbursements during the previous month; with an estimate of the expenses for the month succeeding, which shall, if approved by the Board of Managers, be transmitted to the Board of Trustees.

13. At the stated meeting of the Board of Managers, held in November of each year, a committee shall be appointed whose duty it shall be

to prepare a report of the proceedings of the Board, and of the condition of the Hospital; copies of which report shall be presented to the annual meeting of the contributors in January, to the Board of Trustees of the University, and to the city authorities.

#### VISITING COMMITTEES.

1. It shall be the duty of the Visiting Committee to visit the Hospital at least once a week during their period of service; to inspect the condition of the wards and of the patients; to superintend the admission and discharge of patients in concert with the members of the Medical Staff; to examine the accounts of the Superintendent; to receive and act on communications from the Medical Staff relative to the ordinary affairs of the Hospital; to see that the rules of the Institution are duly observed; and to authorize the purchase of any articles necessary for the daily use of the Hospital, provided always that they do not expend or incur liability for any sum exceeding two hundred dollars without the previous sanction of the Board.

#### FINANCE COMMITTEE.

1. The Finance Committee shall consist of five members, who shall, in conjunction with the Treasurer, exercise a general supervision over the monetary affairs of the Institution. They shall audit the accounts of the Treasurer semi-annually, or oftener if they desire.

2. The other standing committees shall consist of three members each, and shall have general supervision of the matters pertaining to their respective departments.

#### PRESIDENT.

1. The President, or, in his absence, the Vice-President or Chairman *pro tem.*, shall preside at the meetings of the Board of Managers. He shall decide all questions of order, subject to an appeal to the Board.

#### SECRETARY.

1. The duties of the Secretary shall be to issue notices of all meetings; to keep accurate minutes of the transactions of the Board; to preserve all papers and records of the Hospital; and to conduct the official correspondence.

2. Upon his resignation or removal from office, he shall without delay deliver to his successor all books, papers, and other effects entrusted to his care, belonging to the Institution.

## TREASURER.

1. The Treasurer shall receive all sums paid towards the support of the Hospital, including all annual contributions and donations, and all sums paid for board by patients in the Hospital; and shall pay over all such sums at the close of each month to the Treasurer of the Board of Trustees. He shall pay from the monthly appropriations made by the Board of Trustees all bills approved by the Board of Managers, and endorsed by the President or Vice-President, or Chairman *pro tem.*; and all orders signed by the President, Vice-President, or Chairman *pro tem.*, or any Committee authorized by the Board; which orders shall be vouchers for his expenditures. He shall keep a regular account of all receipts and expenses of the Hospital; and shall present a statement of the same quarterly to the Board of Managers. He shall also prepare an annual report of the Finances of the Hospital, to be submitted in December of each year, to the Board of Trustees of the University, to the Board of Contributors, and to the Board of Managers.

## SUPERINTENDENT.

1. There shall be elected annually, by the Board of Managers, a Superintendent, who shall, under the direction of the Board, have the general control of all departments of the Hospital, of all subordinate officers, attendants, and domestics, and the charge of the grounds, buildings, and appurtenances.

2. He shall hold his office during the pleasure of the Board; shall reside in the building, in apartments to be designated by the Board for that purpose, shall receive a compensation of —— dollars per annum, and shall also receive his board and washing free, but shall not be allowed any other emoluments, perquisites, or fees whatsoever.

3. He shall see that there is no waste or carelessness in any department, and shall report to the Board or Visiting Committee omissions of duty, or disorderly conduct on the part of employees.

4. He shall, under the direction of the Board, or of the Committee on Supplies, purchase the provisions and stores, including liquors and fuel; shall have the charge thereof, and shall be responsible for their proper and economical use. He shall make monthly returns of the consumption of fuel, gas, and liquors.

5. He shall keep regular accounts of all moneys received and disbursed by him, on behalf of the Hospital, in books provided by the Board, with a record of all contracts, and shall submit the same to the Visiting Committees at each meeting. He shall, also, prepare a

statement of such receipts and disbursements, for the Board of Managers at each monthly meeting, together with a requisition of the probable amount required for the current expenses of the ensuing month.

6. All bills, together with the pay-rolls, shall be submitted to the Board at the same time.

7. He shall make no purchase exceeding \$100, or of an unusual nature, without the sanction of the Board of Managers, or the Committee on Supplies.

8. He shall take charge of money or other valuables belonging to patients, and keep a record of the same; and in case any patient dies, leaving money or articles of value, he shall take charge of them, and shall report the same to the Visiting Committee, who will give him the necessary directions for the proper disposal of them.

9. He shall keep an inventory of all furniture and other property belonging to the Hospital, and shall make a quarterly report of articles injured, destroyed, or missing.

10. He shall provide meals for the family of the Hospital, including himself, his own family, if he have any, the Matron, Clerk, Apothecary, and the Resident Medical Staff of the Hospital, at such hours as the Visiting Committee may direct; and meals shall not be provided at any other hours, except in case of sickness.

11. He shall provide the diet of the patients as may be directed by the Medical Staff, and for the persons employed shall furnish such provision as the Committee on Supplies may direct.

12. He shall receive all money paid for the board of patients, or from other sources, and shall pay it over to the Treasurer of the Hospital.

13. He shall suspend from duty any employee of the institution, wilfully disregarding or breaking the rules thereof, or refusing to perform his proper and necessary duties; and he shall immediately report, in writing, such suspension to the Visiting Committee, with the facts of the case.

14. He shall appoint all nurses and attendants of the sick, upon the recommendation of the Medical Staff. All other employees shall be appointed by him, under the direction of the Visiting Committee.

15. He shall daily visit and inspect the wards, kitchen, laundry, engine room, and all other departments of the Institution.

16. He shall receive all patients admitted to the Hospital, and shall see that the proper entries are made concerning them by the Clerk, and shall then send them to the wards designated by the attending medical officers.

17. He shall have charge of the correspondence of patients, and shall communicate to their friends information of their condition or decease.

18. He shall cause the bodies of the deceased to be delivered to their friends, or, if not claimed by them, to the proper authorities.

19. He shall furnish passes to patients on the order of the attending medical officer; and shall permit no patient to leave the Hospital without such special order.

20. In any cases requiring the attendance of a Coroner at the Hospital, it shall be his duty to immediately send a notice to that effect to the Coroner's office.

21. At the stated meeting in December of each year, he shall make an Annual Report to the Board of Managers, of all matters pertaining to his office.

22. He shall perform all such other duties connected with his office as may from time to time be required by the Board of Managers.

#### CLERK.

1. There shall be elected annually by the Board of Managers, a Clerk and Librarian, who shall hold his office during the pleasure of the Board. He shall reside in the building; and shall receive a compensation of \$—, per annum, and his board and washing free; but shall not be allowed any other emoluments, perquisites, or fees whatsoever.

2. He shall keep all the books of the establishment, including proper and full registers of all patients received, discharged, deceased; including the name, age, sex, place of nativity, residence, and malady of the patient; the name and residence of his nearest friend or relative; the date of his reception and discharge or decease, with his condition on discharge; and, also, an alphabetical list thereof; and including such other books as shall be directed by the Board of Managers to be kept by him.

3. He shall immediately after the admission of each patient fill out his ward-card properly, and see that it is affixed near his bed in the ward.

4. He shall prepare for the guidance of the attending medical officers, a daily statement of the vacancies in the hospital, both on the pay and free lists.

5. He shall prepare for the signature of the Superintendent, and submit to the Visiting Committee, weekly reports of the census of the Hospital.

6. He shall receive and enter the bills or invoices of all supplies received at the establishment; and shall enter and keep copies of all requisitions of the Superintendent.

7. When a patient dies, the Clerk shall, under the direction of the



Superintendent, make a full inventory of the clothing and other effects left by such patient, in books to be kept by him for that purpose; and he shall also enter in the same books, the final disposition made of such articles, and by whose order the same were disposed of.

8. He shall also have charge of all books belonging to the hospital; shall prepare a catalogue of the same; and shall issue them to properly qualified persons according to the special rules determined by the Committee on the Library; and shall keep an accurate list of all books loaned, with the name of the borrower, and the date of the loan and return of such books.

9 He shall perform such other duties connected with his office as the Board of Managers may direct.

#### MATRON.

1. There shall be annually elected by the Board of Managers a Matron, who shall hold her office during the pleasure of the Board. She shall reside in the building, in apartments designated by the Board for that purpose, and shall receive a compensation of \$ per annum, and her board and washing free; but shall not be allowed any other emoluments, perquisites, or fees whatsoever.

2. She shall have the general direction of all female nurses and servants, see that they perform their several duties, and report to the Superintendent all instances of inattention and neglect of duty.

3. She shall visit all the wards in the Hospital every day, and shall be responsible for the cleanliness, neatness, and order of every part of the establishment.

4. She shall superintend the kitchen and laundry, and cause to be kept an accurate account of bedding, clothing, and table and other furniture.

5. She shall have personal charge, under the Superintendent, of all hospital stores, unmade linen, blanketing, clothing, the clothing of deceased patients, and other similar properties, and shall attend to their distribution.

6. She shall perform such other duties connected with her office as may be required by the Board of Managers.

#### APOTHECARY.

1. There shall annually be elected by the Board of Managers, on the recommendation of the Medical Staff, an Apothecary, who shall hold his office during the pleasure of the Board. He shall reside in the

building, and shall not absent himself except at such hours as may be authorized by the Visiting Committee. He shall receive a compensation of \$            per annum, and his board and lodging free; but shall not be allowed any other emoluments, perquisites, or fees whatsoever.

2. He shall purchase all medicines, and other articles pertaining to his department, under the direction of the Committee on Supplies, and shall keep exact accounts of their quantities, qualities, and prices, and shall furnish duplicates of such accounts to the appropriate Committee of the Medical Staff.

3. He shall compound medicines and prepare all prescriptions agreeably to the formulæ from time to time directed by the attending medical officers or Resident Physicians, which shall be recorded in a book, to be kept in each ward for that purpose.

4. He shall also prepare all prescriptions ordered by the medical officers in charge of the various departments of the Dispensary Service.

5. He shall deliver no medicines which are not ordered by the attending or resident medical officers, and which are not recorded in the prescription books, or properly ordered in connection with the Dispensary Service.

6. He shall perform such other duties connected with his office as may from time to time be required by the Board.

#### GATE-KEEPER.

1. The Gate-keeper shall be appointed by the Board of Managers. He shall reside in the Porter's lodge.

2. He shall allow no one to enter or leave the premises through the Porter's lodge unless duly authorized.

3. He shall examine all permits, and, when so instructed, record the names of persons passing the gate.

4. He shall receive all patients; shall direct those who are applicants for Dispensary treatment to the appropriate section, according to the regulations of the Medical Staff; and shall arrange those applying for admission to the Hospital in the appropriate rooms, to await the visit of the attending medical officer.

# BY-LAWS

OF THE

## MEDICAL STAFF.

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1. The Medical Staff shall be composed, in accordance with the resolution of the Board of Trustees, of the following members:—

- |   |                       |
|---|-----------------------|
| The Professor of the Theory and Practice of Medicine<br>and of Clinical Medicine, | } <i>Ex-officio</i> ; |
| The Professor of Surgery,   |                       |
| The Professor of Obstetrics and of the Diseases of<br>Women and Children,         |                       |
- A Clinical Professor of Medicine ;  
A Clinical Professor of Surgery ;  
An Associate Clinical Professor of Surgery ;  
A Clinical Professor of Diseases of Women and Children ;  
A Clinical Professor of Diseases of the Eye ;  
A Clinical Professor of Diseases of the Ear ;  
    who shall be styled Clinical Professors in the Hospital of the  
    University of Pennsylvania.
- A Clinical Lecturer on Nervous Diseases ;  
A Clinical Lecturer on Skin Diseases ;  
A Clinical Lecturer on Pathological Anatomy and Histology.

2. Special meetings of the Staff may be called at any time by the Board of Managers, or by the President of the Medical Staff.

3. The members of the Medical Staff shall be present when requested by the Board of Managers, or by the Visiting Committee, to confer with them on the management of the Hospital.

4. The Medical Staff shall advise the Board of Managers, through the Visiting Committee, in all matters pertaining to the sanitary arrangements of the Hospital, and to the health of the inmates.

5. The Medical Staff shall hold semi-annual examinations to determine the merits and qualifications of such graduates of the Medical Department of the University of Pennsylvania as may apply for the positions of Assistant Resident Physician in the Hospital; and shall report after each examination, the names of the two candidates whose grade is the highest, to the Board of Managers for confirmation.

6. It shall examine carefully into the qualifications of all applicants for the position of apothecary, and shall nominate to the Board of Managers a suitable person for this post, whenever a vacancy exists.

7. The members of the Medical Staff shall also nominate to the Superintendent the persons to be appointed by him as nurses in their respective departments of the Hospital. And whenever a nurse affords just and sufficient cause for dismissal, the Superintendent shall discharge him or her, on the request of the attending medical officer of that department.

8. The Medical Staff shall elect annually, by ballot, two of its members, to serve as a Committee on the Apothecary's Department, whose duty it shall be to examine frequently into the quality of the drugs and medicines furnished for the use of the Hospital, to maintain a general supervision over this department, and to report to the Medical Staff, as occasion may require.

9. The Medical Staff shall regulate the diet of the patients, as well as their hours of eating, and the modes of cooking their food. For this purpose a regular diet table shall be prepared, which shall be revised as occasion may require, by a Committee of the Medical Staff.

10. The Medical Staff shall also form rules, to be submitted for approval to the Board of Managers, for the duties of the Resident Physicians and Nurses; the admission and discharge of patients, and for their conduct while in the Institution. It shall also appoint a Committee of two members who shall annually revise the rules.

11. In all cases of death in which the Attending Medical Officer regards an autopsy as desirable, he shall, unless the immediate relatives raise special objections, give a written order for such examination, and shall see that it is decently performed.

#### RESIDENT PHYSICIANS.

1. There shall be elected by the Board of Managers, at the opening of the Hospital, two Resident Physicians, graduates of the Medical Department of the University of Pennsylvania, who shall serve for the term of six months. Subsequently there shall be elected semi-annually two Resident Physicians, graduates as aforesaid, upon the

recommendation of the Medical Staff, based upon the results of a special examination whenever the candidates shall not have already served as Assistant Resident Physicians. They shall serve for the term of six months. Each shall serve three months in the medical and three months in the surgical ward.

2. They shall reside in the Hospital, and, in addition, shall receive their board and washing free, but shall not be allowed any other perquisites or fees.

3. They shall serve alternately as Officer of the Day, and shall never both be absent from the building at the same time.

4. Leave of absence, when requested by any of the Resident Physicians, may be granted by a majority of the Attending Medical Officers in charge of the wards in which he is on duty, who shall also appoint a substitute to serve during his absence.

5. They shall visit all the patients under their charge every morning and evening, and as much oftener as may be necessary; and, in the absence of the Attending Medical Officer, shall administer to their relief.

6. They shall accompany the Attending Medical Officers in their visits, report to them all new cases, and faithfully carry out their directions. They shall copy all prescriptions in the ward-books kept for that purpose, and shall send them to the apothecary immediately after the visit.

7. All diet orders, liquor, and extra orders for patients, must be signed either by the Attending Medical Officer or by the Resident Physician or Surgeon.

8. The Resident Surgeon shall have charge of the surgical instruments, and be responsible for their being kept ready and fit for immediate use. He shall in no case loan any instruments belonging to the Hospital.

9. The Resident Physician and Surgeon shall not engage in any other business than that of the Hospital, nor shall they practise out of the House.

10. They shall further perform such duties connected with their office as may be directed by the Board of Managers or the Attending Medical Officers.

#### ASSISTANT RESIDENT PHYSICIANS.

1. There shall be elected by the Board of Managers at the opening of the Hospital, two Assistant Resident Physicians, graduates of the Medical Department of the University of Pennsylvania, who shall serve for the term of six months. Subsequently there shall

be elected semi-annually two such Assistants, on the recommendation of the Medical Staff, based upon the results of a special examination.

2. They shall reside in the Hospital, and shall receive their board and washing free, but shall not be allowed any other perquisites or fees.

3. They shall act as Assistants to the Resident Physicians under the direction of the Attending Medical Officers; and shall, under the direction of the said officers, keep a full clinical record of all medical and surgical cases which occur in the Hospital, in books provided for that purpose.

4. In case of the absence of one or both of the Resident Physicians, they shall act as their substitutes.

5. Leave of absence, when requested by either of the Assistant Resident Physicians, may be granted by a majority of the Attending Medical Officers in charge of the wards in which he is on duty, and his substitute shall be appointed by the same power.

6. They shall also perform such special duties in connection with the service of the Hospital as may be directed by the members of the Medical Staff.

7. Whenever a vacancy occurs in the office of Resident or Assistant Resident Physician, it shall be filled by the Board of Managers upon the recommendation of the Medical Staff, which shall be based upon the results of a special examination of candidates for the vacant office.

#### DUTIES OF NURSES.

1. All nurses shall be appointed in accordance with the rules above provided.

2. There shall be in each ward a Nurse and an Assistant Nurse.

3. They shall attend faithfully to the patients under their charge, and shall obey implicitly the directions of the Attending Medical Officers and Resident Physicians in regard to them.

4. The Nurses shall see that patients behave with propriety and observe all the regulations of the Hospital, and they shall report any irregularity or breach of rules to the Resident Physicians.

5. They shall see that every sick person under their charge shall change his linen at least twice a week; and that the soiled bed and body linen be promptly delivered to the laundry, with an inventory of the articles.

6. They shall give receipts to the Laundress or Matron for all bed linen or clothing issued to their wards, and shall be furnished with an acquittance for the same on returning the pieces to the laundry.

7. They shall carry the ward prescription book to the apothecary immediately after the visit of the Attending Medical Officer, and shall return for the same at the hour directed by the apothecary.

8. They shall carefully attend to the administration of all medicines, and shall return to the apothecary all vials in which medicine has been sent.

9. They shall pay strict attention to the diet ordered by the Attending or Resident Physicians.

10. They shall keep a list of all money and articles of value, not in use, belonging to patients, and shall place all such property in charge of the Superintendent.

11. They shall keep an inventory of all furniture, bedding, and other articles, in their wards, and shall make a weekly return of the same to the Matron.

12. The Nurses and Assistants shall always obtain permission from the Resident Physicians, or the Superintendent before leaving the Hospital.

13. In no case shall the Nurse and Assistant of any ward be both absent at the same time.

14. They shall perform such other duties connected with their office as may be required.

#### ADMISSION AND DISCHARGE OF PATIENTS.

1. All cases of recent accident, occurring in the State of Pennsylvania, which are brought to the Hospital within twenty-four hours after their occurrence, shall be admitted at any hour of the day or night.

2. Other patients shall be admitted daily at 12 M. They must apply in person at the porter's lodge, where they will be examined and admitted by the Attending Medical Officer, or the Resident Physician.

3. Any member of the Medical Staff may send to his own department of the Hospital any patient that he may see fit, with a written order for admission.

4. There shall be posted in the office daily, by the clerk, the number of vacant beds, both free and pay, in each department of the Hospital, for the information of the examining physician.

5. No patient affected with small-pox shall be admitted.

6. Pay patients may be admitted to the extent of the capacity of the Hospital for that purpose, at a rate of not less than \$7 per week.

7. In cases where separate apartments, or articles not usually furnished in the Hospital, are provided, such payment shall be made therefor as the Visiting Committee may deem reasonable.

8. No case which is not likely to recover shall be retained on the free list in the Hospital for more than three months.

9. No patient having acute syphilitic disease, or mania-a-potu, shall be admitted as a charity patient, but shall be charged such rates for board as the Visiting Committee may determine.

10. No patient shall be discharged from the Hospital, except for misconduct, without the written order of the Attending Medical Officer.

#### AMENDMENTS TO BY-LAWS.

No new By-law shall be made, nor any of the above By-laws amended or repealed, except by a two-thirds vote of those present at a stated meeting of the Board of Managers, the notices of which shall have contained an announcement of the proposed change.



# BY-LAWS

OF THE

## BOARD OF CONTRIBUTORS.

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1. All persons who have subscribed and paid to the Fund of the Hospital \$25 or more, shall be regarded as Contributors, and as such shall be entitled to vote at the annual election for Managers.

2. A yearly payment of \$10 or more constitutes an annual subscriber, without the privilege of voting at the annual election for Managers, unless the annual subscription shall amount to \$25.

3. Every contributor of \$5000 shall be entitled to have one person constantly in the wards on his or her recommendation; and shall be also entitled to designate by last will or other declaration in writing, the individual in whom this right shall be vested.

4. The Board of Contributors shall meet at the Hospital Building on the second Thursday in January of each year.

5. The officers of the Board of Contributors shall be, a President, a Secretary, and a Treasurer, who shall be elected at the annual meeting by ballot.

6. There shall be appointed annually by the Presiding Officer, a Finance Committee, of which the Treasurer shall be, *ex officio*, a member, who shall be authorized to prosecute the work of collecting funds for the Hospital, and to receive contributions. They shall transfer all contributions received to the Treasurer of the Board of Trustees, and shall present an annual report of their operations to the Board of Contributors.

7. The following shall be the order of business at the annual meeting of the Board:—

I. Reading of the minutes of the last annual meeting.

II. Statement by a Committee of the Board of Managers of the number of patients treated and the workings of the Institution during the past year.

- III. Statement of the finances of the Hospital by the Treasurer.
- IV. Election of a Presiding Officer, a Secretary, and a Treasurer, to serve during the ensuing year.
- V. Election of three (3) Managers, to serve for the ensuing year.
- VI. Appointment by the Chair of a Finance Committee.





— T. W. RICHARDS, ARCHT. —  
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