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**REGULATIONS**

FOR THE

**GOVERNMENT**

OF

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**Hicks General Hospital,**

UNITED STATES ARMY,

AT

BALTIMORE, Md.

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HICKS GENERAL HOSPITAL PRESS.

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## **REGULATIONS**

**FOR THE**

## **GOVERNMENT**

**OF**

**Hicks, U. S. A. General Hospital,**

**AT**

**BALTIMORE, MARYLAND.**

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## **ORGANIZATION.**

At "Hicks," U. S. A. General Hospital, the uniting, originating and primarily responsible power is the Surgeon in Charge. An Inspector and Executive Officer act with his authority.

The principle of organization is that each ward and each department is a Unit of Command.

By "Unit of Command" is meant an organization that with certain general dependencies is complete in itself.

The Surgeon in Charge exercises direct control over all Unit Chiefs. Special action of superior authority passes through Unit Chiefs.

Unit Chiefs are as follows:—

Medical Officers of Wards.

Commander of the Guard.

Chief of Police.

Commissary Officer, (also chief of the preparation and issue of food.)  
Property Officer.

Purveying Officer, (Chief of Dispensary or Surgery.)

Chief Clerk.

Chief Printer.

Chief Engineer.

Superintendent of the Female Department.

Officer of Contingencies.

The title "Unit Chief" indicates an Officer having command of one of the Hospital "Units," and responsible to the Surgeon in Charge for property used in its operation.

### MEDICAL OFFICER OF THE DAY.

The Medical Officer of the Day is an Officer of contingent and stated general duties.

To attend properly to contingencies the Medical Officer of the Day must not sleep while on duty.

The term of office of the Medical Officer of the Day is twenty-four hours.

The office of Medical Officer of the Day is exercised in rotation by Medical Officers of Wards; according to roster of rank.

Among the stated duties of the Medical Officer of the Day are two-rounds of professional inspection; one between 10 A. M. and 2 P. M., and the other between 10 P. M. and 2 A. M., embracing in the former all parts of the Hospital, with reference to police, drainage, ventilation, clothing and habits as well as diseases; in the latter matters purely professional.

Inspection of meals is one of the stated duties of the Medical Officer of the Day. At each meal he will ascertain the quality and quantity of food.

Commissioned Medical Officers, acting as Officers of the Day, are required to wear full uniform, the sash in the usual manner at all times, and the sword in addition when making rounds of inspection or performing fixed duties.

When not performing fixed duties, the Medical Officer of the Day will remain in his office, prepared to render his professional services upon call or order.

The Medical Officer of the Day is to be respected as a general officer of the Hospital.

Unit Chiefs will facilitate the inspections of the Medical Officer of the Day.

The duties of the Medical Officer of the Day are not those of command, nor can he exercise any command not his personally.

The Medical Officer of the Day will act as an observer.

The Medical Officer of the Day will carefully abstain from interfering with what relates to internal discipline, observance of orders, etc., in his special official capacity, except in so far as an offence appertains to sanitary and professional matters.

Discipline and observance of orders are in charge of the Unit Chiefs, and specially attended to and reported upon by the Inspector or Executive Officer acting by order of the Surgeon in Charge.

The Medical Officer of the Day attends to his proper Ward duties, so far as to make morning and evening rounds. An alternate officer will take his place during the remainder of his term of office.

At the close of his term of office, the Medical Officer of the Day will make a sanitary and professional report to the Surgeon in Charge, upon a set form.

*the ward*

The Medical Officer of the Day is professional attendant of Hospital inmates not in wards.

A sentinel or guard will present arms to the Medical Officer of the Day when the latter is in proper uniform.

### MEDICAL OFFICERS IN CHARGE OF WARDS.

A Medical Officer in charge of a Ward is: 1st, immediate commander of its men; 2d, its special medical and surgical attendant; 3d, its curator of Government property; 4th, its recorder, observer of facts of medical and surgical interest, and of military (individual) importance; 5th, its sanitary officer; 6th, its representative; 7th, its purveyor; 8th, its censor.

As commander of the men, a Medical Officer of a Ward maintains and is responsible for good order and that Hospital rules are obeyed.

The Medical Officer of a Ward has authority to establish such ward discipline as he deems suitable, keeping the fact in view that certain latitude should be allowed a sick or wounded soldier.

The diagnosis, methods of treatment and prescriptions of diet of a Medical Officer of a Ward are proper subjects of inspection.

While due latitude is allowed a Medical Officer of a Ward,—in obscure cases, surgical cases requiring operative interference, and instances in which a case is hopeless, this Officer will notify the Surgeon in Charge, so that the latter may decide upon questions involved, modes of procedure &c.

Medical Officers of Wards are independent of control of each other; accordingly, a commissioned Officer in charge of a Ward can exercise no supervision over the Ward of an Acting Assistant Surgeon.

In common with other Unit Chiefs, irrespective of rank, each Medical Officer of a Ward reports to the central authority.

The Medical Officer of a Ward will endeavor to preserve Government property, in the shape of Wards and fixed utensils, from damage.

Such property in a Ward as is received for by the Surgeon in Charge is to be received for by the Medical Officer. This receipt of the Ward's Medical Officer involves accountability to the Surgeon in Charge, not accountability with pecuniary responsibility to Government. Loss and essential damage are noted on returns made to the Surgeon in Charge. Invoices are received and receipts given on set forms when articles are added by issue from any other Unit of command; and invoices given and receipts taken when articles are returned by the Medical Officer of a Ward.

Abstracts of invoices and of receipts are made out by each Medical Officer of a Ward, and the difference of their sums by comparison should exhibit the number of articles on hand.

An invoice of articles on hand, prepared from actual count, will be for-

warded to the Surgeon in Charge on the third from the last day of each month.

The Medical Officer of a Ward will enter upon forms provided, statements relative to general record, surgical operations, pyæmia and tetanus, with history, result and date to the best of his knowledge, and fill all professional reports, special and general, that may at any time be required by the Surgeon in Charge.

A daily report of certain particulars, military and medical, made upon a set form, will be made to the Surgeon in Charge, by each Medical Officer of a Ward.

It is the duty of the Medical Officer of a Ward to attend and enforce cleanliness, obviate nuisance, and in short, do everything in his power to remove every thing that may occasion or strengthen disease.

Action of his subordinates, and of men in his Ward takes effect through the Medical Officer and specific action of higher authority reaches an individual through the same Officer.

The Medical Officer of a Ward is required to procure clothing, proper special diet, necessary conveniences and privileges for his men by requisition or application addressed to the proper authority; and it is enjoined upon him to promote the comfort and well being of his patients in these respects zealously.

The Medical Officer of a Ward should be its closest inspector.

All keys about a Ward will be collected. Each key will have its label, The bunch of keys will be kept by his Wardmaster, under direction of the Medical Officer of a Ward.

The Medical Officer of a Ward will be specially responsible for perfect cleanliness of its water closets. He will see that his Wardmaster makes it his duty, at least four times daily, to see that these closets are in proper order.

### **MILITARY OFFICER OF THE DAY.**

The Military Officer of the Day is one of the Commissioned Officers of the Guard, and holds his office under the Commander of the Guard. His duties and title in no way conflict with those of the Medical Officer of the Day.

The Military Officer of the Day is ex-officio OFFICER OF THE GUARD.

Special duties of the Military Officer of the Day are prescribed by the Commander of the Guard.

The Military Officer of the Day remains with the Guard during his term of office; makes at least four rounds during the same, that is, at 9 A. M., (after Guard-mount,) at 3 P. M., at 9 P. M. and at 3 A. M., each time accompanied by the Non-Commissioned Officer of the relief.

The Military Officer of the Day is responsible that posts are mounted and relieved according to Regulations; that good order is kept in the Guard itself; that soldiers on post are held to their duties; that passes

are critically inspected, and that orders of the Hospital affecting the Guard are obeyed.

The Military Officer of the Day will be careful to ascertain whether the men on post are correctly informed as to the special and general duties required, and strive to impress these duties upon the men through their Non-Commissioned Officers.

Men of separate commands, constituting the Guard proper, will be kept separate.

The Military Officer of the Day will hold the Guard Reliefs, so that their force can be applied without delay in emergencies.

The Military Officer of the Day confines delinquents:—

1. Under plain case of transgression of such Hospital regulations as concern the Guard, and this at his own instance, his action being reported without delay to the Commander of the Guard.

2. On reception of an order for confinement, issued by the Surgeon in Charge, or by the Inspector or Executive Officer in his name.

All punishments are inflicted under supervision of the Military Officer of the Day.

During infliction of punishment, an offender is not under the control of his Unit Chief, unless the latter be Commander of the Guard.

When a prisoner is sick, the Medical Officer of the Day attends him.

In all things, except orders for punishment, the Military Officer of the Day obeys only the Commander of the Guard.

### **COMMANDER OF THE GUARD.**

The Commander of the Guard, as a Unit Chief, is in communication with the Surgeon in Charge and his representatives.

It is the first duty of the Commander of the Guard, after the maintenance of inflexible discipline and military instruction of men commanded by him, to inform himself of the letter and spirit of orders regulating the Hospital. He is to regard himself as a power that renders disobedience impossible.

In a mixed command, the Commander of the Guard will preserve unity of constituents, and harmony in their relations.

The Commander of the Guard settles questions of precedence, &c., among his Commissioned Officers.

The Commander of the Guard is authorized to punish enlisted men of his command, but required to check punishment by his subordinate Commissioned Officers.

The Commander of the Guard is always on duty, having command and responsibility as one of the Unit Chiefs.

When the Commander of the Guard leaves the Hospital his office will devolve upon the next in rank. In case the next in rank be Military Officer of the Day, assumption of command of the Guard does not

relieve him of special office. He will therefore continue to be Military Officer of the Day.

The Commander of the Guard will not absent himself from the Hospital without permission from the Surgeon in Charge.

The Band Master reports to the Commander of the Guard.

Every afternoon, with exception of such days as in his opinion are too inclement, the Commander of the Guard will cause a Dress Parade of his command, the Guard proper excepted, to be made, appearing himself upon this Parade as Commanding Officer. The Band will also participate. The Parade will be at sunset.

At General Inspections, made on Wednesday's and Sunday's by the Surgeon in Charge or his representative, the Commander of the Guard will be present.

The sounding of "calls" and enforcement of order at meals are special duties which the Commander of the Guard will attend.

To enforce order at meals the Commander of the Guard will cause a Commissioned Officer, in full uniform, to be present at the general table during each meal.

The Commander of the Guard will receipt for Hospital property in use by the Guard, and account for damage, loss and expenditure.

The Commander of the Guard draws rations for the men of his command; assumes control of the ration fund, and applies it to purchasing articles of adornment and comfort.

The Commander of the Guard will support the Medical Officer of the Day in suggestions made by the latter during his sanitary inspection.

Sick-call for men of the Guard, sounded at 9 o'clock, A. M., will be attended by the Medical Officer of the Day.

General inspection of the Guard, in common with inspection of other units of command, will be made on Sunday's and Wednesday's by the Surgeon in Charge or his representative.

A countersign will be furnished by the Surgeon in Charge to the Commander of the Guard, and by him given to the Military Officer of the Day.

Guard Mounting is to be held at 9 A. M.

### CHIEF OF POLICE.

The "Chief of Police" is a non-commissioned officer, (preferably a Hospital Steward,) who commands: 1st, men furnished for police duties by the Q. M. Department; 2nd, such convalescents as may be pronounced capable of Hospital fatigue duty; 3d, prisoners under guard. In the last instance his command applies effort only, the prisoners being otherwise commanded by and through the Military Officer of the Day.

The Chief of Police informs himself of orders respecting cleanliness, adornment and alteration, and executes them.

The Chief of Police adapts his forces to temporary requirements.

The Chief of Police is responsible for property used by his men, and accounts accordingly for white-wash brushes, spades, picks, shovels and what inexpedient property is issued to him.

The office of the Chief of Police exercises sanitary knowledge and ability to command.

### **COMMISSARY OFFICER.**

The Commissary Officer is a non-commissioned officer, (preferably a Hospital Steward,) who makes out ration returns; receives commissary stores and issues them upon requisitions properly approved made by the Chief Cooks and Chief Baker.

The Commissary officer controls the preparation of food in announcement of the diet for each day upon the evening of the day previous, and the issue of rations accordingly.

The Commissary Officer issues to the Special Diet Kitchen upon a requisition based upon a consolidation of diet orders of Medical Officers.

To the bakery the Commissary Officer issues flour and other necessaries, according to his estimate of requirements.

The Chief Baker, the Full and the Special Diet Cooks receipt to the Commissary Officer. The receipts will be filed by the latter as vouchers.

The receipts will not be part of, or entered upon any abstract, but will be dated and signed at the time of issue, upon a set form.

Articles issued from the Commissary Department should be weighed carefully.

The Commissary Officer will see that a sufficient force is furnished the Full and Special Diet Cooks, the Chief Baker and Chief Attendant in the Dining Room.

Service of the Special Diet is not in the province of the Commissary Officer, but appertains to the duties of a Ward Medical Officer.

Accounts of the Commissary Officer are double—invoices of receipts and receipts of issues, forming his vouchers. Receipts for issues should be in duplicate.

An abstract of receipts and one of issues should be kept posted to date and prepared for inspection.

Accounts with separate departments make separate abstracts indispensable.

The Commissary Officer prepares the statement of Hospital Fund and preserves an accurate record of expenditures of the same.

The Commissary Officer keeps account of Slush Fund.

The Commissary Officer will cause all articles such as swill, bones, barrels, fat, &c., to be collected and sold for the benefit of the Slush Fund; and turn over to the Surgeon in Charge the proceeds therefrom.

The Commissary Officer prepares Vouchers for payment of debts.

Integrity, watchfulness, accuracy and industry are required of the Commissary Officer.

### **PROPERTY OFFICER.**

The Property Officer, (preferably a Steward,) has three sub-departments: 1st, Quartermaster stores; 2nd, Hospital property, and 3d, property purchased from the Slush Fund.

The Chief of the Linen Room is subordinate to the Property Officer.

The Property Officer, beginning with a certain quantity of property on hand, preserves receipts of issues and invoices of receipts, and with these as vouchers, prepares abstracts of receipts and of invoices on blanks furnished for that purpose; one abstract for each person, from whom receipts are taken or invoices received.

Clothing Rolls and Books are kept by the Property Officer.

Quartermasters Returns, monthly and quarterly, are prepared by the Property Officer.

The Property Officer makes requisitions for forage and fuel, and reports means of transportation. He will see that public horses and ambulances are kept in serviceable condition.

Inexpendable property that has become unserviceable will be turned over to the Property Officer and by him receipted for and preserved for condemnation.

In the Property Department the Chiefs of the Laundry and Linen Room issue with invoices, taking receipts, and receive with invoices, giving receipts.

The Property Officer prepares a monthly statement of property on hand, authenticated by actual count.

The "Chief Attendant" in the Dining Room accounts by duplicate invoices, weekly, to the Property Officer, for inexpedable property in his department, and is careful to see that the invoices of such property are made out after and by actual count.

Medical Officers in charge of Wards will receipt to the Property Steward, or Hospital Issuing Officer, for articles of furniture and appliances in their Wards, and on returning the same after use will accompany the return with invoices.

When any article is broken or lost, fragments will be preserved or certificate given vouching for loss.

Papers will be in duplicate; one copy of each document is to be retained by each of the parties concerned.

The Chief Baker, Chief of the Laundry, Chief Cooks of Full and Special Diets and Chief of the Linen Room are responsible persons, sign receipts and give invoices for property turned into or issued from their several sub-departments.

### **PURVEYING OFFICER.**

The Purveying Officer (preferably a Steward) has control of medicines and medical and surgical appliances. He will possess an accurate knowledge of what is on hand, and give timely notice to the Surgeon in Charge of deficiency or what will cause it.

The Purveying Officer issues from stores under his control to Medical Officers upon their orders.

The Purveying Officer will see that Prescriptions of Medical Officers are promptly and correctly made up, entering them afterwards, neatly and accurately, in the Prescription Book. He will preserve Prescription Books of Medical Officers, when they are filled, as contingent vouchers.

A special report will be made daily by the Purveying Officer, showing what stimulants have been prescribed, and in what quantity, and to what number of patients, the report being closed by sums total.

Knowledge of Pharmacy, promptness, sobriety, honesty, and knowledge of Toxicology are required of this Officer.

### **CHIEF CLERK.**

The Chief Clerk, (preferably a Steward,) has control of records, reports, correspondence and general accounts.

### **OTHER UNIT CHIEFS.**

The Chief Printer, Chief Engineer and Chief Carpenter perform their duties subject to direct control of the central authority.

### **SUPERINTENDENT OF THE FEMALE DEPARTMENTS.**

There will be a female Superintendent of the Female Departments, whose duty will be to enforce among female employees attention to cleanliness and duty.

For the purpose of enforcing attention to cleanliness and duty, the Superintendent of the Female Departments inspects the General Kitchen, which is in charge of one Chief Cook and one Assistant Chief Cook, (both females) under whose management, by the assistance of a sufficient number of male and female cooks, the general cooking is done in accordance with instructions received from the Commissary Officer.

The Superintendent of the Female Departments inspects the Special Diet Kitchen, in charge of one Chief Cook and one Assistant Chief Cook, (both females) who with proper assistance, prepare special diet in accordance with a specific consolidation of diet orders, received from Medical Officers of Wards: the Unit issues being regulated by the Medical Officer's formal order.

The Superintendent of the Female Departments inspects the Linen Room, which is in charge of a Chief of the Linen Room and one Assistant, who, under control of the Property Officer, manage clean linen by the aid of such male service as may be required in assortment, numeration, distribution and record, and who do such mending as may be necessary.

The Superintendent of the Female Departments inspects the Laundry, under control of a Chief of the Laundry who is authorized to direct the matrons engaged in washing, drying and ironing.

The Superintendent of the Female Departments is responsible for furniture and appliances in use by females and not a part of sub-department responsibility. She accordingly gives receipts for issues of bedding, chairs, linen &c., used personally by those under her charge, and invoices upon return of the same.

### **OFFICER OF CONTINGENCIES.**

The Officer of Contingencies is one whose duty is to superintend different work shops not connected with the Engineer, Police or Carpenters department, and see to work performed by men under him.

The Officer of Contingencies will take charge of the surplus personal effects of soldiers, store baggage and ordnance in proper places, and keep such record of baggage as will ensure identification and prompt delivery.

Effects of men that die will be stored by the Officer of Contingencies to await final disposition; and all valuables, such as jewelry and money, will be taken in charge by him and given to the Surgeon in Charge or his representative, for deposit in a safe.

The Dead House will constitute one sub-department of the Officer of Contingencies.

Buckets, axes, hooks, ladders and hose, with such other implements as form part of a complete fire apparatus, will be received and cared for by the Officer of Contingencies.

The Officer of Contingencies is responsible that the fire apparatus is in readiness for instant use at all times.

The Officer of Contingencies will make it his duty to know what are the best arrangements for putting out fire in various portions of the Hospital. In event of fire the Commanding Officer will receive his advice as regards fire apparatus and its application.

### **SENIOR CHAPLAIN.**

The Senior Chaplain will have charge of the Department of Religious Instructions, and set such forms times and means of giving such instructions as he may consider fit, having approval of the Surgeon in Charge.

The Senior Chaplain will have charge of the General Library and

establish a careful system of loaning books to soldiers and Hospital inmates.

The Senior Chaplain will receipt to the proper officer for whatever expendable property is in use in his department.

The Senior Chaplain will make a report weekly on a set form showing the state of morals in the Hospital, what services were performed over dead men and the condition of the Library.

There will be religious services on Sundays at a set time; during week days at such times as the Senior Chaplain may appoint,

The attention of officers and soldiers is called to the following extract from the Articles of War:—

"Art. 2. It is earnestly recommended to all officers and soldiers diligently to attend divine service."

### MEDICAL CADETS.

Medical Cadets will be assigned to Wards, in which they will render such medical and surgical services as may be required by the Medical Officers to whom they severally report.

Medical Cadets will be present at and render assistance in post-mortem examinations.

Duties disconnected with professional matters including medical and surgical reports, will not be imposed upon Medical Cadets, except by authority of the Surgeon in Charge.

The senior Medical Cadet will take command of the quarters of the non-commissioned officers and clerks, be responsible for good order in them, and account for articles of Hospital property in use in them by the established system of invoices and receipts.

Cadets and such Stewards as desire it will be instructed by Officers detailed for the purpose by the Surgeon in Charge.

### SICK CALL.

The sick men of various units of command, not wards, will report at the office of the Medical Officer of the Day at sick call at 9 A. M.

One of the Medical Cadets will act as assistant to the Medical Officer of the Day at sick call. He will also see to the proper administration of remedies then prescribed.

In case any soldier, attendant, clerk, orderly or employee is so sick as to require admission into a ward, an application for an order of admission will be made to the Surgeon in Charge by the Medical Officer of the Day.

If any man is so sick as to require instant removal to a ward, the Officer of a ward will receive him without an order upon request of the Medical Officer of the Day but his admission will be at once reported specially to the Surgeon in Charge by the Officer of the ward.

### GENERAL RULES.

The attention of officers, employees and patients is directed to making and keeping this Hospital perfectly clean.

Spitting on the floor of any room, ward, office or hall is prohibited.

Once in twenty-four hours every surface that can be reached will be washed or dusted, and every utensil that has been in use will be thoroughly cleaned and disinfected.

It is expected that private apartments of Commissioned Officers on duty at this post will be models of neatness, cleanliness and ventilation. The rooms occupied by non-commissioned Officers, Clerks, Attendants and Employees male and female, will be inspected when deemed proper by the Surgeon in Charge.

No smoking is permitted in any of the Wards, Halls or public Offices of the Hospital. This rule applies to the four office rooms connected with the Pavilion Wards. A bedridden patient may smoke, having permission of the Medical Officer in charge of the Ward, but only at stated hours. When and after such a patient smokes special care will be taken to ventilate the defiled Ward.

No clothing or any article whatever will be allowed in or about the beds, except by special permission of the Medical Officer in charge of the Wards and when such permission has been given, not unless the allowed article (or articles) when not in use is laid folded neatly at the foot of the patients bed. In case a patient is bedridden, as a sanitary precaution, no article will be allowed about his bed.

Profanity, obscenity, shouting and buffoonery are forbidden.

Vigilance is enjoined upon all Unit Chiefs to the end that thieving may be detected. It will be specially exercised in cases of inmates and visitors leaving the Hospital.

Distribution of patients is made by the Executive Officer.

No carriages are allowed within the Hospital lines except by authority of the Surgeon in Charge.

Visitors cannot be admitted unless the Medical Officer of the Day is satisfied that their object is laudable or proper, and that they will not abuse in any manner the privilege of admission.

When an Officer is relieved he will turn over property for which he has received to his successor, giving him duplicate invoices. His successor will give the Officer duplicate receipts. One receipt and one invoice will then be forwarded to the Surgeon in Charge, the former by the Officer relieved, the latter by his successor.

Official communications between one Unit Chief and another pass through the Surgeon in Charge.

If a fire occur, Unit Chiefs will report instantly with all their able-bodied men, whether detailed soldiers, convalescents, contract nurses or civil employees, to the Military Officer of the Day. The latter, with

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soldiers of the Guard proper, will proceed upon alarm to the fire and use the utmost energy in attempting to quench it. The Officer of Contingencies will have reported and provided the proper fire apparatus. As soon as possible the Commander of the Guard will bring up the whole Guard. Perfect order will be enforced. Patients of wards that may be in danger will be removed by a force detailed by the Commanding Officer.

The roster of command in case of fire or other contingency is: 1st, Surgeon in Charge; 2nd, Inspector; 3d, Executive Officer; 4th, Commander of the Guard; 5th, Military Officer of the Day; 6th, ranking Unit Chief.

Due respect will be paid to commissioned officers by all connected with the Hospital. Enlisted men and male employees will stand at "attention," and, if the head be covered, salute when they meet such officer.

Civil employees will bear in mind that all who serve at a military post are subject to martial law, and that obedience, respect and labor can be enforced in accordance therewith.

*PINIS.*





