



BOARD OF MANAGERS

5081

RULES AND REGULATIONS

MORNING DUTIES

The attendants will rise punctually at the ringing of the bell, and take charge of their wards before the night-watch goes off duty. They will then open the chamber doors, give the patients a kind greeting, at least wish them "good morning," and see that they are properly dressed, well washed, and have their hair and clothes neatly brushed.

Immediately after opening the doors, the attendants will remove the chamber utensils, never without being covered, from the rooms, and have the bedding laid on chairs for airing. They will then commence putting the rooms and corridors in good order, and, after the beds and bedding have been sufficiently aired, have them properly made up for the day.

Every part of the wings are to be prepared for inspection at the Physician's visit, which will be commenced not later than nine o'clock every morning.

Every part of the wards is to be kept scrupulously neat, clean, and well ventilated at all times.

When any unpleasant effluvia is discovered, the cause of it is to be searched for, and promptly removed, day or night.

When any part of a parlor, chamber or hall is accidentally soiled, it is to be cleaned at once.

Whenever the bed or furniture of a room has been disarranged, it is to be promptly put in order.

The halls and parlors must be swept as often in each day as is necessary to keep them perfectly clean.

If an attendant from one ward, in passing through another, spills oil, medicine, etc., he is bound at once to clean the place.

Unless directions are given to the contrary, the chambers and corridors are to be scrubbed at least once a week, and as much oftener as may be required.

The spittoons are to be kept clean, and frequently emptied. The water closets, urinals, etc., are to be carefully watched and prevented from impairing the purity of the air in the wards.

All beds that are soiled are to be removed from the wards immediately after the patients rise in the morning—and after breakfast clean ones are to be substituted. If only wet, the wet straw or hair is to be removed, and boiling water poured through the soiled part, after which it is to be thoroughly dried before being returned to the chamber.

A clean sheet and pillowcase are to be put on each bed at least once a week, and when the spreads become soiled they are to be sent to the wash-house.

When by direction of the physician, patients are permitted to lie down during the day, they are to go to their own rooms for the purpose, and the attendants will see that the bedding is not soiled, and that it is put in order as soon as they get up. The health of many patients requires this indulgence every day.

RULES AND REGULATIONS

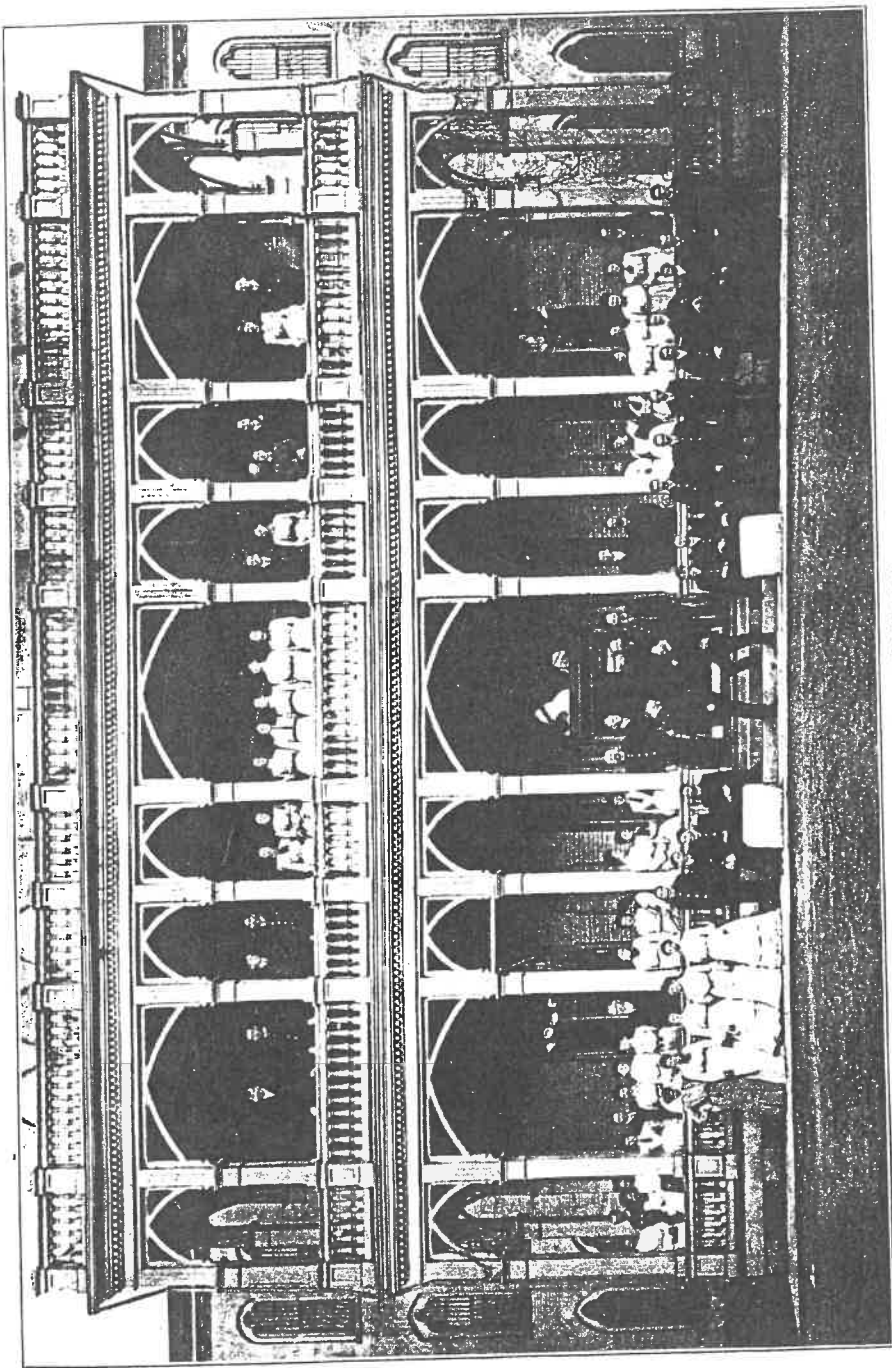
1. A night attendant asleep on duty will be fined \$1.00 for each offense. Asleep three times will be followed by discharge.
2. Visiting or loitering in other wards without permission, a fine of 50 cents for each offense.
3. Failure to be on duty promptly as required by the rules, a fine of 50 cents for each offense.
4. Carelessness in permitting patients to escape, a fine of \$2.50 to \$5.00.
5. Bruises on patients without a satisfactory explanation, a fine of \$1.00
6. Striking or kicking a patient will be followed by discharge.
7. Attendants and employees not in their rooms by 10 o'clock p.m., unless out by permission, a fine of 50 cents for each offense.
8. Intoxication will not be permitted on or off the grounds, a fine of \$1.00 for the offense, followed by discharge.
9. Using or bringing intoxicants onto the grounds will be followed with a fine of \$1.00 and discharge.
10. Immorality will meet with instant discharge.
11. Do not gossip, and mind your own business.

A state hospital is built for work and not for loafers.

Attendants are employed to work, and not to be waited upon by patients. The patients are here for care and attention, not to wait upon and do the work for the attendants.

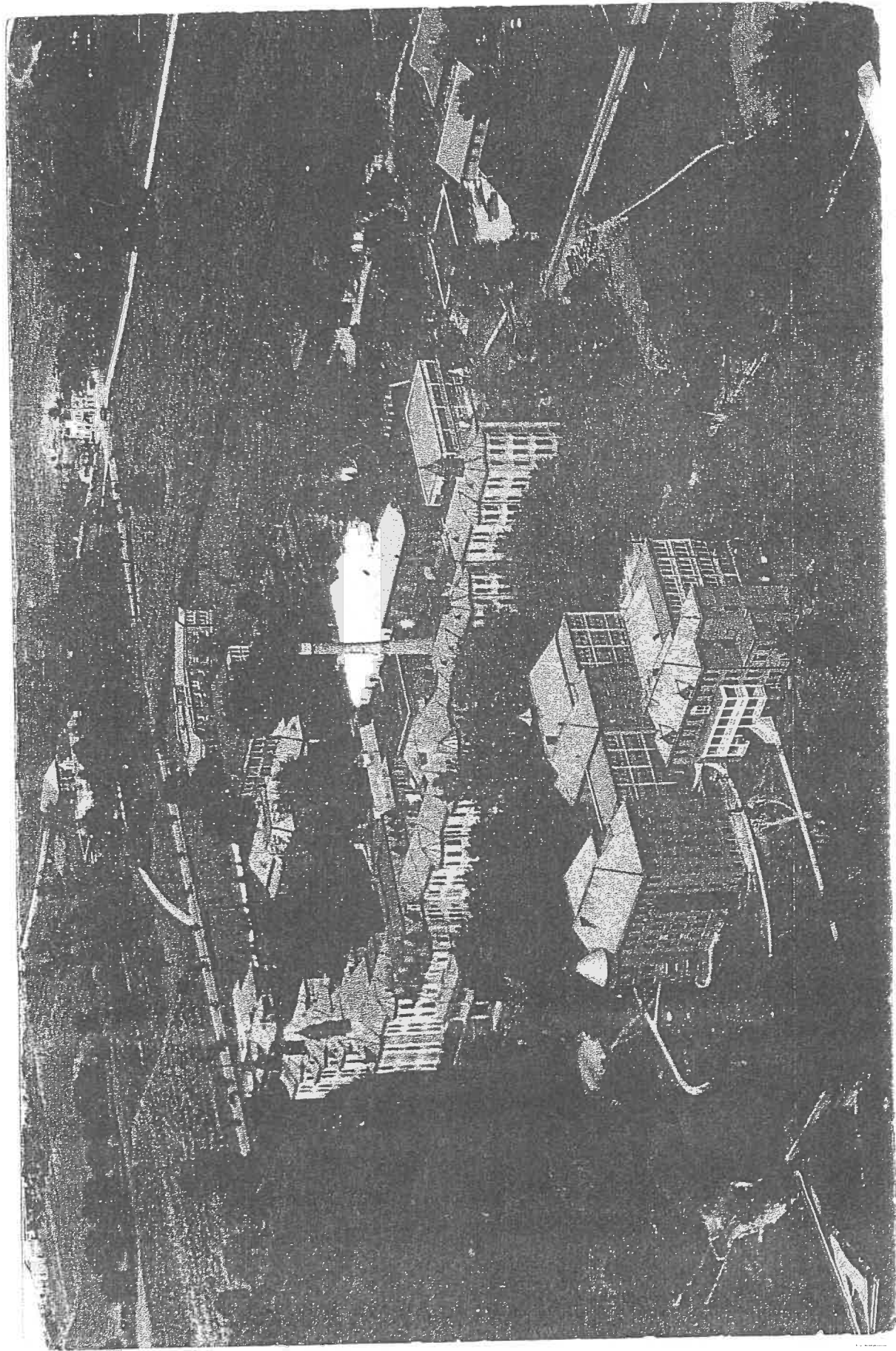
Any attendant or employee feeling aggrieved need not hesitate to apply to the superintendent. There is not caste or superiority in the institution, except obedience to those over the several departments. Everyone is entitled to his or her own right, and all are equal. The humblest employee will be protected in his rights and privileges. Position or rank does not make the man or woman, but doing one's duty is the true measure of greatness. A fool may play the kind and a king may be a fool.

Do your duty in the place assigned you. Yours will be the reward an State Hospital No. 2 your pride.



GROUP OF NURSES

FIFTEENTH BIENNIAL REPORT 1905



1805 REPORT

VIEW TO NORTHEAST

1860 SUPERINTENDENTS
HOUSE

State Hospital No. 2,
St Joseph, Mo.

VIEW TO NORTHEAST

1-3-35

0-432

