

THE
FIRST ANNUAL REPORT
OF THE
COMMITTEE OF MANAGEMENT
OF THE
BALLARAT HOSPITAL;
WITH THE
RULES AND REGULATIONS OF THE INSTITUTION;
A
FINANCIAL STATEMENT,
AND
STATISTICAL TABLE OF CASES TREATED DURING
THE YEAR 1857.

BALLARAT:
PRINTED AT THE "TIMES" OFFICE, MAIN-ROAD.
1858.

1858.

President,
HENRY CUTHBERT.

Vice-Presidents,
A. L. LYNN. R. SMITH.

Trustees,
M. ELLIOTT, J. DIXIE,
J. ODDIE, W. B. RODIER,
 H. FOSTER.

Honorary Treasurer,
A. S. PARK.

Committee of Management,

REV. J. POTTER.	REV. P. MADDEN.
REV. J. BICKFORD.	REV. J. STRONGMAN.
W. B. ROBINSON.	D. OLIVER.
G. M'CLEVERTY.	R. LEWIS.
G. GLENDINNING, M.D.	W. FRAZER.
H. WOOD.	R. HOLMES.
J. M'DOWALL.	W. HIGGINS.
W. COOPER.	F. TATHAM.

Honorary Medical Officers,
CHAS. J. KENWORTHY. HENRY MOUNT.
GEORGE NICHOLSON. HENRY TAPLEY.

Resident Surgeon,
THOMAS HILLAS.

House Steward and Dispenser,
J. F. USHER.

Secretary and Collector,
EDWARD C. MOORE.

BALLARAT HOSPITAL.

Balance Sheet for the Year ending December 31st, 1857.

Dr.		Cr.	
£	s. d.	£	s. d.
1857. To balance in hand 1st January, 1857.....	1347 13 1		
" First instalment of Government Grant of £3500	1750 0 0	1857. By expenses of maintenance	2531 8 8
" Government Grant for expenses of Chinese...	1000 0 0	" Salaries and wages...	1172 19 7
" Government Grant for maintenance of Orphans	47 14 2	" Building, repairs, improvements, &c.....	684 15 9
		" Drugs	322 16 1
		" Furniture.....	168 3 3
		" Casual labour	136 5 0
		" Stationery, printing, and advertising....	183 6 0
" Private contributions...	1754 15 5	" Funeral expenses.....	158 17 0
" Paying Patients	121 0 0	" Carriage of patients to Geelong and maintenance of same in Infirmary	145 5 0
" Rent from Great Republic Gold Mining Company from October 7th to December 28th (13 weeks) at £3 per week	39 0 0	" Surgical Instruments	21 3 0
" Funeral expenses	17 0 0	" Law expenses	52 8 0
" Sale of refuse	18 4 0		5577 7 4
	1949 19 5	" Balance in Treasurer's hands	517 19 4
	£6095 6 8		£6095 6 8
		(Signed) G. McCLEVERTY, } Auditors. ADAM LOFTUS LYNN. }	
		A. S. PARK, Hon. Treasurer.	

BALLARAT HOSPITAL,

Building Fund Balance Sheet for the Year ending December 31st, 1857.

Dr.	1857.		Cr.
		£ s. d.	
To gross proceeds of Bazaar held at the			By amount in Colonial Bank of Aus-
Star Hotel	536 9 0		tralia.....
	<u>£536 9 0</u>		<u>£536 9 0</u>
A. S. PARK, Hon. Treasurer.			(Signed) G. M'CLEVERTY, } Auditors. ADAM LOFTUS LYNN, }

Number of Patients admitted into the Ballarat Hospital from Jan.,
1st, 1857, to January 1st, 1858, with a Classification of Diseases.

	Cured or Relieved	Dis- charged	In House.	Died.	Total.
Abscess	3	...	1	...	4
Anasarca	2	...	2	...	4
Ascites	1	...	1
Apoplexy	1	1
Blasting Powder Injury	1	...	1	...	2
Brain, Disease of ...	1	1	2
Bronchitis	3	3
Burns	3	2	5
Caries	1	...	1
Constipation	1	1
Delirium Tremens ...	2	2
Dislocations	3	3
Dysentery	16	2	1	6	25
Erysipelas	1	1	2
Fistula	1	1	2
Fevers	22	1	...	8	31
Fractures	34	1	17	9	61
Heart, Disease of ...	1	3	4
Hepatitis	1	...	3	3	7
Hydrocele	1	1
Hernia	1	1
Hip, Disease of	2	...	2
Gunshot Wounds ...	3	3
Mania	1	1
Mencerhagia	1	1
Necrosis	4	...	1	...	5
Nephritis	1	...	1	...	2
Pneumonia	8	6	14
Paralysis	2	2	1	...	5
Phthisis	4	7	11
Periostitis	3	3
Orchitis	3	3
Polypus	1	...	1
Prosis	1	1
Rheumatism	22	1	23
Scabies	2	2
Psoriasis	1	1	2
Sciatica	1	1
Secondary Symptoms ...	6	6
Purpura	4	...	1	...	5
Stabs	2	2
Stricture	2	2
Synovitis	6	...	1	...	7
Ophthalmia	3	...	2	...	5
Ulcers	7	...	2	...	9
Uretbra, Rupture of	1	...	1
Uterus, Disease of ...	2	...	1	...	3
Varicocele	1	1
Wounds	10	...	1	...	11
Contusions	4	...	1	...	5
	201	8	43	48	300

Total number of Patients admitted 300
Out-Patients relieved during year 561

T. HILLAS,
Resident Surgeon.

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FIRST ANNUAL REPORT
OF THE
COMMITTEE OF MANAGEMENT OF THE BALLARAT
HOSPITAL.

IN submitting to the governors, subscribers and contributors to the Ballarat Hospital their first annual report, the committee of management feel rejoiced in offering them their sincere congratulations, not only on the amount of assistance which they have been enabled to extend to destitute persons suffering from accident, sickness, or disease during the past year, but also upon the position which the Institution is attaining in the estimation of all classes of the community.

The utility of institutions of this nature is so universally acknowledged that it is needless to enter into the subject generally, but the annexed tables will satisfactorily demonstrate the large amount of relief which has been afforded to deserving and necessitous persons by this establishment during the past year, although your committee sincerely regret that owing to the limited accommodation now at their disposal they have in many instances been unavoidably compelled to refuse admittance to applicants in every sense worthy of relief.

During the past year 300 patients have been admitted : of this number 201 have been cured or relieved ; 8 have been discharged, 48 have died, and 43 remained in the house on the last day of the year, thus it will be seen that the proportion of deaths has been unusually small, and of this number one expired before his arrival in the Hospital, and the cases of a considerable number of the consumptive patients were hopeless when received.

The prevailing cause of disease appears to have been fever, of which there have been 31 cases, rheumatism 23 cases, and pneumonia, of which there have been 14.

The number of severe accidents admitted has been very large, viz. :—61 cases of fracture, 25 dislocations, and 2 injuries from blasting powder.

The great proportion of accidents has, as may be conjectured, occurred in mining pursuits, which should impress more forcibly on those so engaged the incalculable benefits conferred by the institution on members of their community, and should create a determination among them to contribute some proportion of their earnings towards its support.

In addition to the number admitted as in-patients 561 have received advice and medicine as out-patients, making a total of 861 persons relieved during the year. Of the out-patients some have been on the books since the first opening of the Hospital, and many

more have been constant attendants for some months. The extensive nature of the assistance afforded in this department may be estimated from the fact that from 40 to 60 cases are treated every Tuesday and Friday, in addition to those casualties constantly occurring during the week.

Notwithstanding, however, the large amount of relief which has been afforded during the past year, your Committee regret to state that the present accommodation is altogether inadequate to the wants of this populous district; if any further proof were required to convince the public of the necessity for taking immediate action in the matter, the fact that at the present time there are two men sleeping in one bed, and that no less than six patients have had beds made up for them on the floor, will furnish convincing evidence. To obviate this evil, and to provide in the most economical manner an amount of accommodation equal to all present and future requirements, has for some time engaged the serious and continuous consideration of your committee, and to effect this end it is proposed to erect a new wing on the south side of the present building, capable of receiving about 40 patients, thus doubling the present accommodation.

To carry out this design, it will be necessary considerably to alter the present main building: the roof will have to be removed, and one of slate substituted; an upper story will also be added to supply the required accommodation for the increased Hospital staff.

The building, when completed, will contain an operating theatre, the want of which has been much felt hitherto, and four additional wards. One of the lower wards will be devoted to the exclusive use of Chinese, with separate bath-room, linen, closets, &c., and, being totally unconnected, will in no wise interfere with the other interior parts of the building. The stairs leading to the upper storey, which are at present found so very inconvenient in the conveyance of patients to that part of the house, will no longer be used for that purpose, but a wide staircase will lead directly from the hall to the upper wards.

The designs for these additions and alterations have been furnished by Messrs Backhouse and Reynolds, of Geelong, and have been deemed worthy of adoption, as they provide for an amount of future accommodation which will in all probability meet the rapidly increasing wants of the district for some time to come, and the arrangements are such that the whole design can be completed without a greater outlay than would be incurred in the entire completion of the works in the first instance.

With reference to the internal management of the institution, your committee are happy in being able to inform you that the efficiency of the arrangements has been materially improved, a considerable reduction has been effected during the latter months of the year in the cost of maintenance, and the thanks of the subscribers are especially due to the house committee for the untiring zeal which they have displayed in their endeavours to combine general efficiency with the strictest economy.

EXAMPLE.—The cost of the undermentioned articles during the months March, April, May, June, and July was as follows :—

Meat	£220	16	0
Wine	166	13	0
Drugs	153	8	6
Petty cash...	37	8	6
			£587	6	0

Whereas the cost for a larger number of patients during the months of August, September, October, November, and December, was for :—

Meat	£185	2	8
Wines	96	3	0
Drugs	136	6	0
Sundries	16	18	6
			£432	10	2

Thus effecting a saving of £135 17s. 10d. in the space of five months.

Your committee, while thus congratulating you on the present healthy state of the institution, feel in duty bound to inform you that during the year that has passed many circumstances have arisen to complicate and render difficult the management of the Hospital at the commencement of the year, owing to the occupation of the beds by patients suffering from chronic diseases, the resident surgeon found it almost impossible to find accommodation for the number of accident cases which were almost daily presented; and, in order in some measure to remove the inconvenience your committee determined to forward four patients to the Geelong Hospital, at the same time sending a donation exceeding, as was supposed, in amount, the sum required to secure their admission. Your committee regret to say that notwithstanding this was done and that the Geelong establishment was in receipt of three times the amount of Government support afforded to the Ballarat Hospital, they refused to receive them, and allowed the unfortunate men to remain in the street until your committee had guaranteed payment for each as a paying patient. This fact led to a discussion on committee which ended in the house surgeon receiving instructions not to admit similar cases for the present, until more accommodation had been provided.

Shortly after this the case of the unfortunate man, Chalmers, occurred, who having been denied admittance here from the fact of his not being considered admissible as a patient, was taken to Geelong, where he died. The case excited considerable popular feeling, and an investigation having been held on the circumstances, the committee decided that Dr. Hillas was blameable for refusing admittance to the man Chalmers. This decision excited so much controversy, that a general meeting of the governors and

subscribers was called, at which meeting the decision of the committee was reversed, and Dr. Hillas having acted according to the instructions given to him, was held to have been blameless, consequently a large number of the committee resigned, and others had to be elected in their stead; this caused some delay, and for a time had an injurious effect upon the mind of the public, but your committee are happy to state that all such feeling has passed away; the subscriptions are increasing and the public appear to have perfect confidence in the officers of the institution.

Your Committee are, however, compelled to state that even now the mining community do not display that appreciation of the advantages which they derive from the institution that could be desired; with a few honorable exceptions the amount subscribed by the miners has been but small, while the chief expenses of the institution have arisen as will be seen by reference to the annexed tables, from the dangerous accidents occurring to them.

Your Committee would, therefore, urgently impress upon the community generally and the mining population especially, the necessity which exists for increased liberality. The present accommodation has been proved to be altogether inadequate to our requirements, and as the necessary increased accommodation will entail a proportionate increase in the expense of the maintenance of the institution, they confidently trust, that the public will come forward and contribute in a liberal spirit, and so enable them to extend their operations to the utmost requirements of the district.

In conclusion your Committee would tender their thanks to the honorary surgeons, for the time and attention which they have at all times devoted to the hospital affairs, and would express their entire confidence in the Resident Surgeon, Secretary, and House Steward, acknowledging at the same time the zeal and ability with which they have discharged their various duties.

January 1st, 1858.]

A T T E N D A N C E L I S T .

Members of Com- mittee On 31st December, 1857. Names.	Number of Meetings of Committee held.	Present.	Absent.	When elected.
W. B. Robinson (Pre- sident)	42	36	6	31st January, 1857.
Henry Cuthbert (Vice- President)	42	19	23	Do.
Jas. Oddis (resigned)				
Daniel Oliver	42	30	12	Do.
M. J. Cummins	42	11	31	Do.
G. Clendinning, M.D.	42	15	27	Do.
A. S. Park (Honorary Treasurer)	20	17	3	21st July, 1857.
A. Davies	20	7	13	Do.
W. Frazer	20	16	4	Do.
A. L. Lynn	20	16	4	Do.
J. O'Meara	20	17	3	Do.
E. Pohl (resigned) ..				
R. Smith	20	13	7	Do.
G. M'Cleverty)	20	14	6	Do.
Rev. J. Potter	11	6	5	17th September 1857
Rev. J. Bickford	11	3	8	Do.
Rev. P. Madden	11	6	5	Do.
R. Lewis	11	9	2	Do.
J. M. Wigley	11	7	4	Do.
H. Wood	11	9	2	Do.

R U L E S
OF THE
BALLARAT HOSPITAL.

1. That the object of the Institution be to afford medical and surgical aid to poor persons requiring it, irrespective of creed, country, or color, and for casualties ; but no person who shall meet with casualties, and shall be found able to pay for surgical aid, shall receive further than temporary assistance.

2. That the institution shall consist of a president, two vice-presidents, five trustees, treasurer, and four honorary medical officers.

3. That the above officers (with the exception of the trustees) be elected by the governors and annual subscribers of one pound from the governors.

*Qualifications and Privileges of Governors and Subscribers, and
Admission of Patients.*

4. That every benefactor of £20 or upwards be a life governor, and every annual contributor of £2 an annual governor, with liberty of voting at all general meetings, and of having one in-patient, or one out-patient, always on the books of the institution, subject to the approval of the committee of management hereinafter mentioned, provided there are vacant beds, and the funds of the Hospital admit of the reception of such patients. That accidents, and such cases as may be deemed of decided emergency by the honorary medical officers or the resident surgeon, be received at any time ; but the admission of patients in ordinary cases on the recommendation of a governor or subscriber, be restricted to Mondays and Thursdays, between the hours of 10 a.m. and 1 p.m. No pregnant female, for the purpose of confinement, no child under five years of age, no insane person, no person affected with syphilis or an infectious disease, or suffering from chronic paralysis, or any person who, in the opinion of one of the honorary medical officers and resident surgeon, or house committee, is unsuitable to be admitted shall be received as an in-patient under any circumstances ; and the cause of the refusal of any patient so refused admittance, shall be stated to the next meeting of the committee of management by the resident surgeon.

5. That every executor (first named) under any will, paying to the institution a bequest of £50 or upwards ; and every minister raising by one or more collections, in his church, in any one year the sum of £50 or upwards ; and that every other person elected at a general meeting of governors and subscribers, at the recommendation of the committee of management, in consideration of special services rendered to the institution, be respectively hon-

orary governors, with all the rights and privileges of life governors : and any person (with the exception of the paid collector) collecting by subscriptions, in any one year, the sum of £20 or upwards, shall have the right and privileges for that year only.

6. That every benefactor of £10 or upwards be a life subscriber ; and every contributor of £1 per annum, an annual subscriber, with liberty of recommending six out-patients in every year, and voting at all public meetings.

7. That the annual subscriptions must be paid in advance for the current year, such year to be computed from the day on which such subscription is paid, and no governor or subscriber will be entitled to any privilege until the subscription be paid.

8. That no person shall vote as a governor or subscriber while he is a salaried officer, or pupil of the Hospital, nor any new governor or subscriber, unless his subscription shall have been paid three days preceding.

9. That no new law or regulations, or any repeal or alteration in the existing laws, shall be valid, unless the same shall have been passed at a general or special meeting of the governors and subscribers.

10. The committee of management shall consist of the president, vice-president, treasurer, trustees (if governors), honorary medical officers, and sixteen other governors to be elected annually.

11. It shall be competent at any time for the committee of management, at which at least eight members shall be present, or for nine or more governors by a writing under their hands, to require the president to summon at the expiration of seven days a special meeting of governors, the occasion of calling such meeting being stated in the requisition ; and no business shall be transacted at such special meeting, except that for which it shall have been summoned ; every such meeting to be called by the president by advertisement in two (at least) of the public newspapers published in Ballarat, at least four days before the day of meeting.

12. In the event of any vacancies in the offices of president, vice-presidents, treasurer, trustees, honorary medical officers, the election of a successor shall take place at a general meeting of governors and subscribers, to be convened by the committee of management, which election shall be according to the act.

13. And it shall be lawful at meetings of subscribers for any subscriber duly qualified to vote, to vote either in person or by proxy, such proxy being also a subscriber duly qualified, provided that such proxy shall have the authority in writing signed by the subscriber ; and such authority shall only extend to the one meeting especially named therein.

Committee of Management.

14. The committee of management shall direct the general business of the institution ; shall frame bye-laws for its internal regulation, the same not being contrary to the general rules ; and appoint and discharge all paid officers and servants of the institution. They

shall meet on the first Wednesday in every month and on such other days as they may appoint. They shall have the power to admit patients and to make regulations respecting them. The chairman of committees to have a casting vote, but no deliberative vote.

15. That the president, vice-presidents, and honorary medical officers be members *ex officio* of all committees.

16. The committee of management shall choose from among themselves a house committee of five, three to form a quorum, who shall meet on such day and hour in each week as they may appoint, and have power to audit the house accounts, engage and discharge servants, and to regulate the internal management of the institution.

17. The committee of management shall present a general report of the affairs of the institution at the annual meeting of subscribers and governors, in January of each year.

18. The accounts of the institution shall be audited twice in every year, and presented at the meetings of subscribers held in July and January.

19. That no member of the committee of management, or officers of the Hospital, shall enter into any contract, or become security for any contractor directly or indirectly.

20. That any member of committee of management neglecting his duty for one month without reasonable cause, cease to be a member of the Institution, and that another officer be appointed in his stead.

Treasurer.

21. All monies received on account of the Hospital shall be paid to the Treasurer, and appropriated by him to the purposes of the Institution, under the direction of the Committee of Management.

22. Previously to making any payment, the Treasurer shall require a warrant of the Committee of Management, authorising such payment, which shall be signed by the president, one of the committee, and countersigned by the Secretary.

Officers.

23. That there be four honorary medical officers, together with treasurer, resident surgeon, dispenser, and house steward, head nurse, and secretary and collector.

Honorary Medical Officers.

24. They shall consist of four legally qualified medical practitioners, who shall be elected for one year.

25. One of them shall attend daily, the rotations of duty to be left to themselves.

26. The honorary medical officers shall have access to the institution at all times.

27. They shall perform all capital surgical operations, but no capital operation shall be performed without a previous consultation

of the medical staff, except in cases of emergency. And they shall regularly consult in all cases of importance, or protracted continuance in the house.

28. That any honorary medical officer neglecting his duty for one month, without reasonable cause, cease to be a member of the Institution, and that another officer be appointed in his stead.

29. They shall make a daily report, to be inserted in a book kept for that purpose.

Resident Surgeon.

30. He shall live in the house, and shall not absent himself for more than four hours, without the sanction of the Committee of Management.

N.B. He and the Dispenser shall never be absent at the same time.

31. He shall have the charge of the in-patients during the absence of the honorary medical officer, and shall have the ordinary charge of all out-patients, and shall report to him at his next visit any patient who may have been disorderly. He shall make a special report to the House Committee of every patient who may have been two months in the Hospital, and he shall report any case he may consider incurable by the Medical Staff, to be dealt with as the Committee may see fit.

32. He shall have the immediate superintendence of the wardsmen and nurses; he shall preserve order, sobriety, and, in case of insubordination, or gross default of duty on the part of any nurse or wardsmen, he may discharge or suspend such servant until the next meeting of the house committee, and if necessary he may provisionally hire a substitute for such servant so discharged or suspended, and he shall report his having done so, with the cause of such discharge or suspension, to the house committee at their next meeting.

33. He shall have the charge of the surgical instruments, and shall make an inventory of the same in a book to be kept for that purpose; the receipt, expenditure, loss, and breakage of such instruments; and shall prepare a list of the stock in hand, to be submitted to the committee of management on the last days of March, June, September, and December.

34. He shall enter regularly in proper books to be kept for such purpose, the names of the patients as they are admitted and discharged, and note the nature and history of their diseases while under treatment; loss or breakage of surgical instruments, or other things in his charge; and he shall have such books ready at all times for the inspection of the committee, and shall attend the weekly meetings of the house committee, and he shall receive all money and other property belonging to patients, and shall account for the same weekly to the committee.

35. He shall accompany the physicians and surgeons every day through the wards, and report to them the state of the patients, and shall enter in a book to be kept for that purpose the prescriptions of the physicians and surgeons. He shall also visit each

patient every morning and evening, and enquire if the treatment prescribed has been attended to, and if any cause of complaint exists; and should any patient have any complaint to prefer, he shall enter the same in the Patients' Complaint Book immediately, in the presence of the wardsman or nurse of the ward, and shall lay such book before the house committee at each meeting.

36. He shall, on his visits to the wards, examine their condition with respect to cleanliness, temperature, and ventilation, and observe if the wardsmen and nurses have done their duty.

37. He shall affix to the bed of each patient his name, age, disease, the date of his admission, the name of the governor by whom he has been recommended, and the diet ordered by the medical officer.

38. He shall perform all the minor operations of surgery, and the *post mortem* examinations not personally performed by the physicians or surgeons, and shall keep the key of the dead house.

39. In the absence of the physicians or surgeons, in all cases of emergency, he shall cause immediate notice of such emergency to be given to them, being authorized in the meantime, to act to the best of his judgment, avoiding as far as possible any unnecessary interference with the duties of those officers.

40. He shall not, on any pretence whatever, be concerned in any medical or surgical practice out of the Hospital, nor in any other business.

41. He shall give due notice to the honorary medical officers when a consultation is to be held or an operation to be performed.

42. That in the absence of the dispenser he shall perform his duty.

Dispenser and House Steward.

43. He shall be subject to the same regulations respecting living in the house, and absence therefrom as are laid down for the guidance of the resident medical officer.

N.B.—He and the house surgeon shall never be absent at the same time.

44. He shall carefully examine all drugs and chemicals brought into the house, both as to quality and quantity, and report any defects in either respect to the house surgeon; he shall be responsible for all articles used in his department, and likewise for the accurate and prompt dispensing of the medicines ordered by the medical officers; and have prepared and at all times in readiness such as are required to be kept for the ordinary practice of the house.

45. He shall always be present in the dispensary during the hours occupied in supplying medicines to the out patients, and shall furnish them with all needful instructions.

46. He shall have the immediate superintendence and general control of the domestic servants of the hospital, and shall have the power of hiring and discharging such servants, subject to the sanction of the house committee.

47. He shall see that the wards and all other parts of the house and grounds are kept in a proper state of cleanliness and order, and that the servants generally do their duty.

48. He shall inspect the diet of the patients, and see that it is of good quality and properly prepared and such as is ordered in the diet book to be kept for that purpose.

49. He shall keep an inventory of the articles in use in each ward, and shall, monthly, or oftener if required, inspect the same, to see what things may be deficient; and shall, in no case, allow a wardsmen to leave till he has compared the outfit of his ward with the inventory.

50. He shall have the charge of, and be accountable for, the bedding, linen, glass, cutlery, cooking and kitchen utensils, and make an inventory of the same in a book to be kept for the purpose, in which he shall regularly enter the receipts, loss, or breakage of each article; and he shall in the months of January, April, July, and October, in each year, prepare and submit to the house committee a list of such articles as may be required in his department for the ensuing quarter.

51. He shall receive the stores and supplies furnished by the contractors and tradesmen, and see that they correspond in description, quality, and quantity, with the tenders and orders; and in case they do not, he shall have power to return the same; and he shall weigh or measure out the provisions and other necessities required for daily consumption, and shall superintend the appointing of the diets before delivery to the wardsmen and nurses, entering the amount consumed, regularly in a book to be kept for that purpose; and he shall not suffer any of the provisions, utensils, or stores to be carried away from the Hospital.

Secretary and Collector.

52. He shall attend all Special, General and Committee Meetings; he shall take minutes of the proceedings, and transcribe them carefully into books kept for that purpose, and he shall carry out the directions of such meetings in the particulars incident to his department.

53. He shall collect subscriptions and all monies due to the Institution, and in all cases give receipts for such subscriptions, and pay over the same to the treasurer once in every week; and render account of the amount by him received since the last payment.

54. He shall conduct the correspondence and other clerical business of his department, and he shall enter and keep the accounts of the Institution under the direction of the Committees.

55. He shall compile all Reports that may be ordered by the Committee, fill up all cheques, and perform the clerical duties connected with the office of Treasurer.

Head Nurse.

56. The head nurse shall live in the house, and shall not leave it for any length of time without the consent of the resident surgeon.

57. In case of any misbehaviour or disobedience on the part of the female patients, she shall report the same to the house surgeon.

58. She shall visit the female wards every day, and ascertain if they and the beds, bedding, and clothes of the patients are clean and neat, causing such of the beds, bedding, and clothes as require it to be replaced with others, and thoroughly cleansed.

Wardsmen and Nurses.

59. The wardsmen and nurses shall be constantly in their wards, and regular in their attendance upon patients.

60. They shall obey the resident surgeon and shall behave with tenderness to all patients, with civility and respect to strangers; they shall withdraw from the wards when the house committee enter them unless particularly requested to remain; and they shall take no presents or gratuity, in money or otherwise, from the patients, their friends, or strangers, who may visit the institution, on any pretence whatever.

61. No wardsmen or nurse shall leave the institution without permission of the resident surgeon.

62. The wardsmen and nurses shall be particular to observe personal cleanliness; they shall have their respective wards swept, scrubbed, and thoroughly cleansed, and all dirt and rubbish removed from them by 7 o'clock in the morning in summer, and before 8 o'clock in the morning in winter.

63. They shall serve up breakfast to the patients at 8 o'clock in the morning.

64. They shall have the several chamber utensils scalded every morning, and scoured as often as may be necessary, and kept out of the wards during the day, unless specially required.

65. They shall pay great attention to the bedding of patients, and have the mattresses thoroughly aired and dried when necessary, and the sheets and blankets and counterpanes renewed as often as may be required.

66. They shall not allow clothes to be hung, nor dirt to be thrown out of the windows.

67. They shall administer to patients, at the times directed, the medicines and diet prescribed, and they shall not suffer them to take any which are not prescribed, and they shall be careful to explain to the patients the instructions of the Honorary Medical Officer and Resident Surgeon.

68. They shall not permit patients to receive from visitors medicines, victuals, tobacco, or liquor of any kind; nor allow any portion of medicine or diet, nor anything to be removed from the wards, by the patients, or visitors, without an order from the resident surgeon.

69. They shall be careful to collect and carry to the resident surgeon all empty phials, gallipots, bandages, &c., and they shall attend at the dispensary at the time appointed to receive medicines and instructions.

70. They shall watch attentively the state and symptoms of the patients, more especially in urgent or uncommon cases, and report to the resident surgeon, or, in his absence, to the dispenser.

71. They shall not admit any stranger into any ward, without permission of the resident surgeon (except on visiting days).

72. All wardsmen, nurses, and servants shall be obedient to the regulations of the institution, and they shall report immediately to the resident surgeon any impropriety of conduct or infringement of them by any patient, visitor, or other person; and if such complaint be not properly attended to, they shall report the same to the house committee at its next meeting.

Patients.

73. Patients shall conduct themselves orderly, and shall strictly observe all the directions of the honorary medical officers, resident surgeon, house steward, wardsmen, and nurses.

74. They shall take their medicines at the time directed, and they shall take no other medicines than those prescribed; and they shall not conceal nor put away any portion of the medicine or diet administered to them.

75. No one shall leave his or her ward, and go into another ward or apartment, nor leave the house, nor remain out for a longer time than is granted, nor shall introduce visitors, nor receive medicines, victuals, liquors, or tobacco, or anything, without the express leave of the resident surgeon.

76. They shall not gamble or smoke, nor spit on the floor, nor deface or injure any part of the ward, nor any furniture, bedding, or clothing therein, nor sing, blaspheme, or use rude or indecent language.

77. No patient shall give reward or gratuity to any of the wardsmen, nurses, or other servants.

78. Any patient having any cause of complaint shall make the same known to the resident surgeon, whose duty it shall be to enter such complaint immediately, in the presence of the nurse or wardsmen of the ward, in a book kept for that purpose, which book shall be laid before the house committee at each meeting.

79. Patients judged by the resident surgeon sufficiently convalescent to be able to assist in the work of the institution, may, at the discretion of the resident surgeon, be so employed.

80. Patients shall not sit up after eight o'clock in the winter, or nine o'clock in the summer; and all patients considered by the resident surgeon able to do so shall rise at seven o'clock in the summer, and before eight o'clock in the winter.

Visitor.

80. Visitors are admitted into the institution on Sunday, Monday and Friday, in each week, between the hours of two and five o'clock in the afternoon; but no visitor is allowed to remain more than one hour.

81. Visitors may be admitted on special occasions by a written order from a member of the committee, addressed to the resident surgeon.

82. Visitors will not be allowed to go into any ward without the leave of the resident surgeon, and visitors must retire when requested.

83. They will not be permitted to give to, or leave with any patient, medicine, food, tobacco, or liquor of any kind, nor any other thing, without the express sanction of the resident surgeon.

84. No visitor shall give to any servant of the institution any money or gratuity of any kind.

85. Visitors are requested not to interfere with the wardsmen or nurses, and not to disturb the patients by loud talking, or unnecessary noise.

86. Any visitor violating any of the regulations of the institution, or behaving with impropriety, will be compelled to retire, and will not be re-admitted without special leave from the resident surgeon, or house committee.

LIBRARY.

The friends of the Institution are informed that there is a library forming for the use of the patients, and that the committee will thankfully receive donations of books, periodicals, &c.

FORM OF BEQUEST TO THE BALLARAT HOSPITAL, WHICH MAY BE INTRODUCED INTO A WILL.

*I give and bequeath to the Ballarat Hospital the sum of £
to be applied as the Committee of Management for the time being
thereof may direct; for which sum the receipt of the Treasurer for
the time being of the said Institution shall be a sufficient discharge.*

To the Managing Committee of the Ballarat Hospital.
day of 185 .

GENTLEMEN,—I recommend
aged years, whom I believe to be a fit person to receive the
benefits of the Ballarat Hospital as an in or out patient.

Has three clean shirts.

In case of death, I undertake to pay this patient's funeral expenses. — Your obedient servant,

NOTE.—If the Governor will not guarantee the funeral expenses, let him erase the last paragraph of the above.

Out Patients' Days—Tuesdays and Fridays only, before 11 o'clock, a.m.

In Patients' Admission Days—Mondays and Thursdays, before 12 o'clock, noon.