

## RULES FOR WARD ATTENDANTS

1. The Head Nurse or Wardmaster on wards having no nurse, is directly responsible to the Ward Officer, and will be in charge of the ward and the enlisted assistants in it, and will be obeyed and respected accordingly.
2. Attendants, when assigned to the ward, will report promptly to the ward Officer for assignment and duty. Upon transfer to another duty or ward, he will report to the Ward Officer before leaving the ward.
3. The Head Nurse or Wardmaster in wards having no nurse, is responsible for the cleanliness and order of the ward, for the Government property in the ward, the maintenance of discipline and quiet on the ward, the administration of medicines and other treatment prescribed, the safe-keeping of records and any other duty that may be assigned by the Ward Officer.
4. Duty hours for nurses are prescribed by the Chief Nurse. Duty hours for enlisted men are as prescribed by the Detachment Commander and or the Ward Officer.
5. The wardmaster will assemble all patients authorized to go to the mess hall at meal time, conduct them to and from the mess hall and supervise their order and discipline to, from and during the meal.
6. The enlisted attendants will not leave the ward during duty hours without the permission of the Nurse or Wardmaster.
7. The Head Nurse or Wardmaster, when no nurse is present, will inform the Ward Officer promptly of all broken windows, defective or broken utilities, etc.
8. The Head Nurse or Wardmaster, where no nurse is present, will see that needed supplies are requisitioned in sufficient time to arrive before supply on hand is exhausted.
9. The Head Nurse or Wardmaster will report promptly to the Ward Officer any unusual or severe complaint of patients and all unusual disturbances. In the absence of the Ward Officer, this report will be made to the Officer of the Day.
10. Enlisted attendants will be given passes by the Ward Officer, only when his services can be spared and only if the character of his service, the appearance and cleanliness of his ward warrant it. All passes must clear through the office of the Chief of Surgical Service.
11. In Wards in which army nurses are not assigned, the Wardmaster is responsible for the administration of medicine and treatment prescribed, the keeping of records, and all other duties that may be assigned to him by the Ward Officer. No enlisted men, except those authorized in writing by the responsible medical officer to do so, will administer medicine to patient in the hospital and then only as directed by the responsible medical officer, and under such limitations as his written authorization prescribed.
12. Phenel, Bichloride of Mercury and other active poisons, Alcohol, Alcoholic Liquors and Narcotics on hand will be kept under lock and key, and every precaution taken to prevent their improper use. Disinfectants such as Lysol, cresol, formalin and medicines "for external use only" will not be kept on the same shelf or in the same part of the medicine cabinet as medicines for internal administration.
13. An Alcoholic and Narcotic file will be kept in each ward and kept up to date at all times.
14. Before leaving at the end of their tour of duty, all attendants will turn over all orders of the Ward Officer with any necessary explanations to their relief.
15. The Wardmaster will prepare a roster each morning of the ambulant patients and the duties assigned to each and submit same to the Ward Officer



for his approval before patients are put on such duties.

16. The Head Nurse, or in wards having no nurse, the Wardmaster, is responsible for the prompt and careful delivery to their proper destination of all reports, requests, requisitions, specimens, letters and prescriptions, diet cards, etc., as directed by the Ward Officer.

17. All persons on duty on the ward will familiarize themselves with Hospital Fire Regulations.

18. Bed linen will be changed as directed to insure cleanliness. Whenever a bed is to be occupied by a new patient, clean linen will be furnished. Every effort on the part of all concerned will be made to economize on the use of linen.

19. The Head Nurse, or in wards having no nurse, the Wardmaster, will see that all patients are acquainted with ward rules.

20. When a patient is admitted to the ward except through the admitting office, the attendant in charge of the ward will immediately notify the Receiving Office and request proper forms be filled out and sent to the ward.

21. On the death of a patient the Wardmaster will notify the Ward Officer, or in his absence the Professional Officer of the Day. He will not remove the body from the ward until after it has been examined by a Medical Officer.

22. The Ward Officer or Nurse will be promptly notified if patients are brought or come into the ward with clothing, personal effects and valuables.

23. No information regarding the disease or condition of the patient under treatment will be given to anyone except those authorized to receive it.

24. Loud noises, boisterous actions, the use of profane language, and gambling are forbidden in the wards; and no article of food or drink except as prescribed or authorized will be brought into the wards.

25. Patients are forbidden to use towels, basins, toilet articles, utensils or articles of clothing pertaining to another patient.

26. The ward will be maintained in a state of cleanliness and order that will stand critical inspection at any hour of the day or night. Under no circumstances will intoxicating liquors be brought into the wards. Ward attendants will be on the constant look-out for such liquor and will report circumstances to the Ward Officer or Nurse if any liquor is discovered in the possession of a patient or visitor.

27. Clinical thermometers when not in use will be kept completely immersed in 2% solution of Phenol. Before being used thermometers will be taken from the phenol solution and completely immersed in denatured alcohol and thoroughly washed and wiped with cotton before being placed in patient's mouth. After removal from patient's mouth, thermometers will be thoroughly washed and returned to the phenol solution. This procedure will be repeated after each successive patient. Any other method of sterilizing clinical thermometers is prohibited.

28. On admission of patient:

1. Take and record temperature, pulse and respiration.
2. Notify Ward Officer or Professional O. D. of admission and apparent condition of patient.
3. Bathe patient as directed by nurse.
4. All new patients to remain in bed unless otherwise ordered by Medical Officer.
5. Urine: Save first urine specimen and send to laboratory at once for examination.
6. Diet: No food until diet orders have been given by Medical Officer.

29. Laboratory Examination:

All new patients are to have urine specimen, complete blood count, and Kahn test. All other tests will be ordered by the Medical Officer in

charge of the ward. Be sure that laboratory request slip contains information asked for.

30. Temperature are to be taken at 7:00 AM and 7:00 PM on all patients and at such other hours as the Ward Officer may direct.

Baths - All baths to be sponge baths in bed unless otherwise directed by the Ward Officer or Nurse.

Diets - will be specifically ordered by Medical Officer and must be strictly observed. No food, candy, or liquids are to be given patients without specific authority from Medical Officer or Nurse.

Hot Water Bottles and Ice Caps are given only on order of Medical Officer or Nurse. Patients will not be allowed to lie on hot water bottles. Hot water bottles will not be placed next to the skin but will be covered by several layers of bath toweling to prevent burns.

MICHAEL L. MASON,  
Lt. Colonel, M. C.,  
Chief of Surgical Service.