Rules for Nurses

Mercy Hospital Training School for Nurses

In Charge of
The Sisters of The Sorrowful Mother

Mercy Hospital
Oshkosh, Wis.
ANNOUNCEMENT

1. The object of the Sisters in establishing a Training School is to form young women possessed of the necessary qualifications to the noble, self-sacrificing and delicate duty of caring for the sick in an intelligent manner.

2. Great pains are taken to imbue them with a thorough appreciation of their grand calling and its heavy responsibilities, and to teach them to conduct themselves at all times toward doctors and patients, in a most conscientious and upright manner.

3. A three-years' course of training is offered to young women who desire to enter the profession of nursing, consisting in practical work in the rooms and wards of the Hospital, theoretical work in the class and lecture rooms. A course in general and invalid cookery holds a conspicuous place on the list of studies. One of the special features of the training consists of practical instruction and drill, in operating room work—the assisting at operations, care of instruments and operating room appliances—under the direction of the Sisters in charge of the various departments.

4. Applicants for the course should be between the ages of nineteen and thirty-five, and present the evidence of having completed two years high school or its educational equivalent.
12. Nurses should always manifest great respect toward the physicians whom they have the honor to assist, and maintain a modest reserve, avoiding all familiarity and levity with them.

13. They must treat all patients alike with great kindness, and never criticise their peculiarities apart from their professional report.

14. Screens must be used to prevent exposure of any kind.

15. Any nurse who makes the disease or treatment of any patient, in or out of the Hospital, the subject of conversation, may have to pay the penalty by being dismissed from the School. It is decidedly unprofessional and a great breach of confidence. They are to consider the affairs of the Training School, Hospital and patients entirely confidential, and to regard as private everything pertaining to their work.

16. Nurses are strictly forbidden to sit on patients' beds, and are requested to speak in a low tone of voice in the rooms, halls, and on stairways. They must be careful not to slam doors. They are to have no conversation with one another while on duty except on matters pertaining to their work. They are not to leave the ward or floor while on duty unless sent by the Sister in charge of the floor, or with her permission. They are not to congregate in the halls, diet-kitchens, dressing-rooms, or bathrooms for the purpose of conversation.

17. Nurses must observe great care in the preservation of Hospital property, and to practice strict economy in the use of all supplies. Should a nurse break anything she shall report it at once and shall be expected to replace it. It is strictly forbidden to drive tacks, nails, or pins in the walls, or to deface them in any way.

18. While on duty nurses are not permitted to read any book, save one of a professional character, nor shall they employ themselves with any sort of needle-work for their own use. Nurses will not be allowed to go to the telephone when on duty, all messages, however, will be delivered to them from the office.

19. Nurses are not to receive presents at the beginning, or during the illness of any patient, nor are they to receive presents from the doctors.

20. Nurses are not excused from duty on account of sickness at home, except in extreme cases.

21. Should any nurse feel she has any serious cause of complaint, she should make it known to the Sister Superior or the Superintendent of the Training School, who will give the matter proper attention. Self-respect and propriety of deportment forbid her making her grievance the subject of conversation at table or elsewhere. Conversation at the breakfast table is positively forbidden.

22. Nurses when ill, report at once to the Superintendent of the School and, with her permission, consult a physician. They are not to take medicine from the drug-room without a written order, and under no consideration are they to prescribe for themselves. In illness the nurses are cared for gratuitously, but pay is stopped. Time lost through illness, absence, or vacation over the six weeks allowed must be made up. Sick nurses requiring extra attention and service of special nurse incur this at their own expense.
23. Nurses are not to take verbal orders from the Internes but refer them to the order blank. Any order given by a doctor to a nurse is to be referred to the Sister in charge of her floor. A nurse shall not at any time give drugs, luncheon, change linen, etc., without the knowledge of the Sister in charge of the floor.

24. Day nurses are not to go to the wards or rooms after hours; nor is the night nurse to go to the nurses' apartments nor leave her hall during her hours of duty.

25. Nurses are positively forbidden to sign, or to witness the signature of any legal document of any person making his will. Any entanglement in these affairs may occasion trouble for the nurse in question.

26. Pupil nurses are to remember that, when on special duty, they are under the same authority as when on general duty, since the responsibility of the patient rests on the Sister in charge of the floor. They are therefore to submit to her judgment the general care of the patient, such as giving drinks, diet, change of linen, etc. They will report all orders given by the doctors and patients before carrying them out.

27. Nurses are expected to observe a strict discipline in their behavior to the supervising Sisters, and to observe all unwritten laws of kindness and courteousness.

28. They will rise, if they are seated, on the entrance of a doctor, Sister in charge or strangers.

29. Catholic nurses will attend Mass on Sundays and Holy Days of obligation, and receive Holy Communion at least once a month. Those of other denominations are expected to attend at their respective Churches.

30. The connection of any pupil with the School may be terminated at any time for inefficiency, misconduct, poor class work, or a generally unsatisfactory record. A resignation may be refused and dismissal given at the discretion of the Sister Superior and the Superintendent of the Training School.

31. At the end of the trial months, if in the matter of health, general education, personal qualifications, and natural aptitude of the work of a nurse they shall prove satisfactory to the Sister Superior and the Superintendent of the Training School, they shall be appointed for enrollment as pupil nurses.

32. Classes are formed September 1st, and January 3rd. Examinations take place from time to time. When the full term has been completed, and the pupil is regarded qualified, she receives, if her conduct and examinations have been satisfactory, a diploma certifying the facts.

33. The Medal is a free gift from the Sisters for observance of rules, respect of teachers, and a general good conduct.

34. The managers of the School reserve the right to recall the Diploma and Medal from any graduate who shall in any way, or at any time, bring discredit upon herself, the profession or the School.

35. All pupils are required to be sober, honest, truthful, orderly, obedient, in a word, they are expected to keep in mind the importance of their position and to evince at all times the self-denial, good-temper and gentleness so essential to successful service.
RULES FOR NIGHT NURSES

36. Night nurses will go on and off duty at the appointed time. They shall report to the Sister in charge of the floor at 7 p.m. Before leaving the floor in the morning they will see that the beds are tidied, faces and hands of patients washed in order that they may be ready for breakfast when brought in by the day nurse.

37. Night nurses will retire at 9 a.m. unless permission be given to remain up for a longer time. They may rise at 4 p.m. but will not be called before that time unless for some very urgent reason. Two days are allowed when coming off night duty—one for rest and one for recreation.

38. Night nurses are especially cautioned not to allow gas or electricity to be wasted while they are on duty. They are not allowed to call the Interne without permission of the Night Superintendent.

39. Intercourse other than professional between pupil nurses and graduate nurses on special duty is strictly forbidden in the hospital.

40. Night nurses will not prepare or serve lunches for others than nurses who are on duty unless ordered to do so by the Night Superintendent. All dishes and glasses must be washed and put in their proper places. Diet Kitchens and pantries should be put in order before the night nurses leave the floor. All rules governing day nurses are to be observed by the night nurses. While on duty, nurses are expected to keep busy, and are not allowed to make themselves comfortable so as to invite drowsiness or sleep. Nurses on special night duty are positively forbidden to lounge or lie on sofa.

CLASS

41. Nurses are given due notice of class and lecture, and they are expected to be prompt in attending. Should some unforeseen circumstance oblige an absence or delay, the circumstance must be reported.

42. Nurses are expected to be honest and straightforward at all times but especially at class; simply asking an explanation of points they do not understand. In order to secure this aim, and also to help pupils to form habits of discretion in speech, nurses are forbidden to criticise errors made at class.

43. When lecture is given at 7 p.m. notes on same are to be handed in second morning after lecture by day nurses, and the next evening before going on duty by night nurses. When lecture is given in afternoon, “Notes” are expected next morning. If lesson or lecture is not handed in before Nurses Half Day, she is to remain in until this task is completed.

44. Lecture Books to be given in first of every month.

45. No probationer is to chart until she is given express permission to do so.

46. Junior nurses are not to give Hypo injections, nor to attempt to catheterize a patient until she is specially instructed and permitted to do so.

47. Perineorrhaphy cases are intrusted only to Intermediate Nurses after they have been taught the proper manner of caring for them.
CHARTS

48. The Nurses' Chart is an index to her character, her disposition, her education, and her ability as a nurse, therefore the nurse who is careless regarding her chart is doing an injury to herself.

49. In no other object can a nurse display more intelligence and careful thought than in her chart, therefore she should take special pride in learning to keep, and in keeping an accurate chart. At any time during the day or night a physician should be able to learn from the chart all that has been done for the patient and his or her exact condition.

50. A small penmanship should be used and statements made plainly and concisely. Bear in mind the results of treatments and medicines should be charted, a point in which many nurses fail. You should know results expected from certain medicines and treatments and have remarks refer to this object which differ according to the disease. Symptoms must be charted. When possible, amount of urine must be recorded, and character of feces and amount of flatus, if any, especially as a result from enema.

51. Nurses are positively forbidden to chart a treatment, medicine or anything else before same has been given. Everything must be charted immediately after it has been given. If a nurse is found guilty of charting a medicine, treatment, or anything else that has not been done, she subjects herself to the penalty of being dismissed from school.

52. They are expressly forbidden to take verbal orders. An order blank is supplied on each chart for this purpose.

53. All charts must be summarized at 7 a.m. and 7 p.m.