

**CHAPTER 188
MEDICAL OFFICERS ACT**

• Act • Subsidiary Legislation •

ACT**Amended by**

SRO 20 of 1966

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CHAPTER 188
MEDICAL OFFICERS ACT

An Act relating to medical officers.

[Amended by SRO 20 of 1966.]

[1st July, 1903.]

1. Short title

This Act may be cited as the Medical Officers Act.

2. Interpretation

In this Act—

“medical aid” means medical attendance, medical advice, medical and surgical treatment, and furnishing of medicine by the medical officer, or, under his or her order, by a Government or a subsidised dispenser;

“medical officer” means the Chief Medical Officer, the Resident Surgeon of the Grenada General Hospital, and every District Medical Officer appointed under this Act;

“pauper” means any person who is not possessed of any property or income;

“sudden illness” means illness where immediate medical aid is imperatively required to avert serious consequences to the patient;

“worker” means any agricultural worker, menial servant, handicraftsman, boatman, seaman, porter, huckster, washerwoman and seamstress whose income is not more than three hundred and seventy-five dollars a year, or who does not possess property of any kind worth more than seven hundred and fifty dollars.

Medical Districts and Officers

3. Division of Grenada into districts

(1) Subject to the provisions hereinafter contained, Grenada is divided for the purpose of this Act into the medical districts defined in the Schedule.

(2) The Minister may, from time to time, reduce or increase the number of the said districts or alter the boundaries thereof.

4. Authority to appoint and transfer medical officers and to fix their emoluments

(1) The Public Service Commission may appoint a Chief Medical Officer, a medical officer to any hospital, and other medical officers for Grenada and to the districts into which it is from time to time divided and the Minister may transfer any medical officer from one district to another.

(2) The Chief Medical Officer and medical officers shall receive such emoluments as may be assigned to them by the House of Representatives.

(3) The consent of any medical officer to the alteration of the limits of his or her district or to his or her transfer from one district to another shall not be necessary, but he or she shall not suffer any diminution of official salary by reason thereof.

(4) The medical officers now holding office shall continue to be attached to the districts to which they are now appointed until the Minister may think fit to remove or transfer them therefrom.

(5) Notwithstanding anything contained in any regulations in the Schedule to the Pensions Act, the word “salary” shall not in the case of a district medical officer be deemed to include house allowance or the estimated value of free quarters unless such house allowance or free quarters are mentioned in his or her letter of appointment.

Duties of Medical Officers

5. Duties of Chief Medical Officer

The duties of the Chief Medical Officer, whenever an officer shall be appointed to fill that office, shall be such as may be assigned at the time of such appointment to the officer by the Minister with the approval of the Public Service Commission.

6. Duties of medical officers

The duties of each medical officer (other than the Chief Medical Officer) shall include such duties as are or may, from time to time, be laid down by the Minister by rules made under this Act.

7. Duties of medical officers to hospitals

The Minister may define the duties of medical officers to hospitals or other Government institutions.

8. Residence of medical officers

The medical officers shall reside at such places within their respective districts as may be from time to time selected or approved by the Minister. The Resident Surgeon shall reside in such quarters adjacent to the hospitals as may be assigned to him or her by the Minister.

9. Officer not to leave his or her district without permission

No medical officer shall leave his or her district for a longer period than twenty-four hours at any one time without informing the Chief Medical Officer, except in a case of great emergency.

Payment for Certain Duties

10. Medical officer not to recover from workers except in accordance with tariff

It shall not be lawful for any medical officer to recover from any worker any remuneration for medical aid except in accordance with the table of fees fixed in the rules to be made by the Minister.

11. Recovery of fees on deferred payment ticket

A medical officer suing for fees due to him or her under any system of deferred payment provided by the rules shall not be required to pay any court fees, but, if judgement is given against the defendant, the magistrate shall also give judgement against

the defendant for the amount of fees which would, except for this enactment, have been payable by the plaintiff, and shall pay the same (when recovered) into the Treasury.

Dispensaries

12. Supply of medicines

(1) All medicines required by the Government institutions and for workers or persons receiving free medical aid under this Act shall be supplied by the Government at the dispensaries already established or at such other places or in such other manner as the Minister may direct.

(2) Properly qualified dispensers shall be appointed by the Minister to each Government dispensary.

(3) Each Government dispenser shall obey the lawful orders of the medical officer of his or her district.

(4) Subject to such rules as shall be made by the Minister for regulating the sale thereof it shall be the duty of each dispenser to sell, at any hour of the day or night, such drugs to workers, and, where sanctioned, to the general public, as may be ordered by any medical officer.

(5) The Chief Medical Officer or, in the absence of such officer, a Medical Board consisting of any two medical officers nominated by the Minister may, with the approval of the Minister, prescribe the prices of the drugs and other things kept at each Government dispensary, and from time to time alter such prices or any prices now existing.

Frauds, etc.

13. Obtaining medical aid by false pretences

Whoever shall by any false representation procure or attempt to procure for himself, herself or for any other person any benefit under this Act or under any of the rules shall be guilty of an offence and, on summary conviction, liable to a fine of one hundred dollars or, in default of payment, to imprisonment for two months.

14. Punishment of persons assaulting medical officers while executing their duty

Any person who shall assault or resist or who shall aid or incite to assault or resist any medical officer in the execution of any duty imposed on him or her by this Act shall be guilty of an offence and, on summary conviction, liable to a fine of two hundred and fifty dollars. The provisions of this section shall not bar or hinder a prosecution in any court for an aggravated assault where the circumstances of the case may justify such prosecution.

15. Legal interest in contracts and debts vested in the medical officer in charge of institution

The legal interest in all contracts made on behalf of any Government medical institution and in all debts due thereto or in respect thereof shall be deemed vested in the medical officer in charge of such institution, who shall have authority to sue for or in respect of the same:

Provided that the sanction of the Attorney-General for any suit to be brought be first obtained.

Rules

16. Power of Minister to make rules

(1) The Minister may make rules—

- (a) regulating the duties of medical officers and fixing the fees payable to them for professional services rendered to workers who are not entitled to gratuitous medical aid, and for the payment of such fees;
- (b) for the good management and control of Government hospitals, asylums and dispensaries;
- (c) for the good government and control of the Government medical service; and
- (d) generally for carrying into effect the provisions of this Act.

(2) The rules and regulations now in force shall remain in force until revoked or altered by rules made under the authority of this section.

Schedule

MEDICAL OFFICERS ACT

Medical Districts

[Section 3.]

- No. 1—That portion of the town of St. George bounded on the North by Church and Lucas Streets and on the East by Lowthers Road together with that portion of the parish of St. George from the sea on the South to the St. George Lower Road on the North and including the whole of the villages of Springs and Woburn.
- No. 2—That portion of the town of St. George bounded on the South by Church and Lucas Streets with that portion of the parish of St. George bounded on the South by the Tempe River up to its junction with the Mt. Parnassus By-way and thence Northwards and Eastwards to the boundary between the parishes of St. George and St. David, excluding the Reduit (Radix) and Mardigras districts.
- No. 3—That portion of the parish of St. George bounded on the North by the Tempe River up to its junction with the Mt. Parnassus By-way and thence Northwards and Eastwards to the boundary between the parishes of St. George and St. David including the Reduit (Radix) and Mardigras districts; on the South by the St. George Lower Road excluding the villages of Springs and Woburn.
- No. 4—The parishes of St. John and that part of St. Mark up to the Little St. Mark's river along its course to its source in the St. Mark's mountain then Southwards in a straight line to the top of the Mt. St. Catherine ridge.

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- No. 5—That part of St. Mark’s from the Little St. Mark’s river to the St. Mark’s mountain then Southwards in a straight line to Mt. St. Catherine and that part of the parish of St. Patrick from the River Sallee from its entrance into the sea to the top of Gru Gru Baille then in a straight line to the top of Mt. St. Catherine.
- No. 6—In the South along the Simon River from its entrance into the sea to its source at Mt. St. Catherine. The Northern boundary—the River Sallee from its entrance into the sea to the top of Gru Gru Baille then in a straight line to the top of Mt. St. Catherine.
- No. 7—The Simon River extending from the course up to Mt. St. Catherine and that portion of the parish of St. Andrew bounded on the South by the Belvidere Main Road with its junction with the Castigne Belvidere By-way to the Chantilly Bridge, thence by the Chantilly River and the Great River to its outlet with the sea.
- No. 8—The remainder of the parish of St. Andrew, as far South as the Grand Bacolet Great River.
- No. 9—The remainder of the parish of St. Andrew, and the parish of St. David.
- No. 10—The Carriacou District—the islands of Carriacou and Petit Martinique and the other islets to the North of Grenada, included in Grenada, with the exception of those included in other Districts.

**CHAPTER 188
MEDICAL OFFICERS**

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CHAPTER 188
MEDICAL OFFICERS RULES

[Section 16.]

[1st July, 1903.]

1. Citation

These Rules may be cited as the Medical Officers Rules.

PART I

*Medical Relief***2. In this Part of these Rules—**

“dispensary” and “dispenser” mean, respectively, a Government or subsidised dispensary and dispenser;

“distributor of tickets” means every Magistrate, the non-commissioned officer in charge of every police station, every clergyman of a recognised religious denomination, and every person appointed by the Minister to be a distributor of tickets;

“medical aid” includes the furnishing of medicine by the medical officer, or under his or her order, by a dispenser;

“medical officer” means the House Officer of the Grenada General Hospital and every district medical officer;

“pauper” means any person who is not possessed of any property or income;

“worker” means any agricultural worker, menial servant, handicraftsman, boatman, seaman, porter, huckster, washerwoman, or seamstress whose income is not more than three hundred and seventy-five dollars a year, and who does not possess property of any kind worth more than seven hundred and fifty dollars.

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3. The following persons are entitled to free medical aid, namely, paupers, workers' children under thirteen years of age, workers over sixty years of age, destitute women in childbirth and persons suffering from venereal diseases who attend the appropriate Government clinics.

4. Workers are entitled to medical aid according to the tariff of charges hereinafter mentioned.

5. Medical officers shall attend at the places and on the days and hours specified in the First Schedule to these Rules for the purpose of giving medical aid to such persons as are entitled thereto.

6. The following shall be the tariff of charges for prescriptions to workers—

prescriptions for internal remedies	50 cents;
prescriptions for external remedies	50 cents;
prescriptions for both internal and external remedies	50 cents.

7. (1) Prescriptions may be compounded at Government dispensaries for persons who are not workers if in the opinion of the medical officer—

- (a) the patient does not reside within easy reach of a private pharmacy; or
- (b) the drugs required for compounding the prescription are not obtainable at a private pharmacy.

(2) Such prescriptions shall be clearly marked "Government Rate" in the top right hand corner by the medical officer giving the prescription.

(3) The Government dispenser shall charge for such prescriptions at the actual cost of the drugs plus fifty per cent thereof.

8. Remedies are to be prescribed in reasonable quantities having regard to the nature of the disease, and the actual cost of the constituents of the prescription.

9. All prescriptions shall be in Form A in the Second Schedule hereto.

10. On presentation of a prescription, duly signed by the medical officer, and in the case of a payment prescription, on receipt of the appropriate fee, the dispenser shall compound and supply the medicines ordered, and shall also, if a ticket is presented, sign the same in the place provided for that purpose.

11. Government dispensers on receiving the appropriate fee shall forthwith issue a receipt for the same in Form B in the Second Schedule hereto, and shall keep an account thereof in a cash book in the Form C in the said Schedule.

12. Every Monday morning Government dispensers shall pay into the Treasury or District Revenue Office, as the case may be, all fees received by them for medicines in the preceding week, and shall produce to the Treasury Officer in proof of the amount payable their cash books and receipt counterfoils.

13. If upon examination these are found correct, the Treasury officer shall initial the cash book and request note, and receive the amount.

14. (1) A medical officer may, in his or her discretion, issue free of payment prescriptions, without the intervention of a distributor if he or she is satisfied that the patient is a person entitled to free medical aid or is a worker, as the case may be.

(2) All prescriptions, free as well as for payment, shall be retained at the dispensary, and shall be arranged in numerical order in separate clips or files in respect of each medical officer.

15. Distributors of tickets shall be supplied with books of tickets with counterfoils, as follows—

- (a) tickets for persons entitled to free medical attendance termed “free tickets”, which shall be printed on blue paper and shall be in the Form D in the Second Schedule hereto;
- (b) tickets for workers termed “payment tickets”, which shall be printed on white paper and shall be in the Form E in the Second Schedule hereto;
- (c) tickets for workers termed “distributors’ deferred payment tickets”, which shall be printed on yellow paper and shall be in the Form F in the Second Schedule hereto.

16. One issue by a distributor of a “free” or “payment” ticket shall cover all necessary visits of the medical officer to the patient while the illness lasts, and the issue by the medical officer of all necessary prescriptions, but the medical officer may require the production of a deferred payment ticket for each visit, unless the declaration of the patient or his guarantor on the back of the ticket is so altered by the distributor at the time it is made as to include the payment of fees for all necessary visits.

17. In the case of any person entitled to free medical aid, or any worker, being unable to attend at the place appointed for attendance by the medical officer under rule 5 by reason of serious sickness or infirmity the distributor of tickets shall make and sign a note to that effect on the back of the ticket.

18. Upon the application of any worker or any trustworthy person on behalf of such worker for the issue of a deferred payment ticket, the distributor of tickets shall require him or her, or the person applying on his or her behalf to make and subscribe the declaration on the back of the ticket and shall also require that some person who is in a position to pay the fees of the medical officer do subscribe his or her name as guarantor to the guarantee attached to the said ticket. On this being complied with the distributor shall issue the ticket.

19. It shall be the duty of the medical officer to attend to the holder of a deferred payment ticket without prepayment of his or her fee, and to issue a prescription for supply of the necessary medicines on payment to the dispenser of the appropriate fee, and, if the amount due to him or her be not paid within six weeks from the date of the ticket, he or she may prepare a bill in duplicate, annexing the ticket thereto, and send it to the Magistrate’s Court of the district for collection, with costs. The Magistrate shall thereupon proceed with the collection of the amount claimed, with costs, without requiring the attendance of the medical officer in Court.

20. (1) Medical officers shall be supplied with books of tickets with counterfoils termed “medical officers’ deferred payment tickets”, which tickets may be used by medical officers in the case of workers who have not obtained a distributor’s deferred payment ticket.

(2) The following provisions shall have effect with respect to such tickets—

- (a) the ticket shall be in the form in the Third Schedule hereto;
- (b) the ticket shall be signed either by the worker, or in the worker’s name, by the person making application therefor on his or her behalf;
- (c) the signature of the person making application on behalf of the worker shall be binding on the worker;
- (d) if the worker or his agent refuses or fails to sign the ticket the medical officer shall attend the case and may sign the declaration on honour printed on the

back of the ticket. The signed declaration shall be deemed to be binding on the worker as proof of his liability to pay the appropriate fees;

- (e) the provisions of rule 19 relating to the collection of the amount due under a distributor's deferred payment ticket shall apply to tickets signed under this Rule.

21. It shall be the duty of the non-commissioned officer in charge of the principal police station in each district to see to the collection in the Magistrate's Court of all deferred payment fees.

22. It shall be the duty of every Magistrate to send to the Minister within fourteen days after the expiration of each quarter of the year, a return of all such fees uncollected in his or her Court, application for the collection of which has been lodged by a medical officer within that quarter, with a short explanation of the reason why each such fee is uncollected at the date of the return.

23. Medical officers shall be entitled to receive all such fees in priority to the costs and charges of recovering the same.

24. The medical officer shall request holders of tickets to whom a prescription is given to present it at the Government or subsidised dispensary of the district, as the case may be.

25. The medical officer shall report to the Minister every case in which a distributor of tickets issues a free ticket to a worker, and if, upon inquiry such report is found to be correct, the distributor shall be liable to be removed from the list by order of the Minister.

26. Nothing in the foregoing rules shall be held to relieve a medical officer from affording his or her assistance in cases of accident or urgent illness at any time without the production of a ticket, whatever the condition of the person may be.

27. No medical officer shall be at liberty to refuse to prescribe for the holder of a ticket on the ground that in the medical officer's opinion the ticket ought not to have been issued by the distributor.

28. In the event of the medical officer being of opinion that a person presenting a ticket does not fall within the category of persons entitled to free medical attendance for workers, he or she will be entitled to inform the person presenting the ticket, that he or she reserves the right of recovering his or her full fee.

29. A person suffering from venereal disease who attends at the appropriate Government clinic shall be entitled to receive free medical aid and free medicines.

30. (1) A public officer who is a patient in a Government Hospital and whose salary is at the rate of one thousand dollars per annum or under shall be exempt from the payment of fees for medical treatment, surgical operations and services of anaesthetist.

(2) Any such officer, not being a police constable or an employee in the Government Service mentioned in rule 8 of the Grenada General Hospital (Fees) Rules, shall be placed in the Paying Patients Ward.

31. Notwithstanding anything in rule 9 of these Rules, prescriptions in the case of persons entitled to free medical aid shall be in the form in the Fourth Schedule to these Rules.

32. (1) It shall be the duty of every medical officer to afford medical and surgical aid to every person within his or her district.

(2) In every case in which application is made to a medical officer for medical attendance or aid to a patient in his or her district, it shall be the duty of such officer to

satisfy himself or herself by inquiry at the time when the application is made or as soon thereafter, as is reasonably practicable, as to whether the case is or is not a case of urgent character.

33. (1) Subject as hereinafter mentioned, the fees chargeable by a medical officer to persons within his or her district other than paupers and workers in respect of the professional services mentioned in the Fifth Schedule hereto shall be according to the scale set forth in the said Schedule.

(2) When the patient is a member of the family or a guest of the person responsible for the fees such fees shall be according to the income of the person responsible.

34. In computing the income of a person responsible for the fees the following deductions shall be made from the actual income of such person, namely—

- (a) a deduction of two hundred and fifty dollars or one-fifth of the actual income, whichever shall be the less, in respect of the wife of such person; and
- (b) a deduction of fifty dollars or one-twentieth of the actual income, whichever shall be the less, in respect of each child of such person under the age of sixteen years and born in wedlock.

35. For the purposes of the said scale of charges, the word “night” means the time between the hour of seven in the evening of any day and the hour of six in the following morning, and the word “income” means net income.

PART II

The Princess Alice Hospital

36. The hospital is intended for the accommodation of patients, who, except in cases of accidents or grave emergency, shall be admitted on the recommendation of a Member of Parliament, the District Magistrate, a Justice of the Peace, the Surgeon Specialist of the Grenada General Hospital, a district medical officer, or a minister of religion. The medical officer of the Hospital shall carefully examine every person so recommended for admission, and in the event of his or her deeming it advisable to refuse if in any case, he or she shall communicate the fact and the reasons for refusal to the person making the recommendation.

37. The hospital staff shall consist of a medical officer, a dispenser and steward, a matron and nurses; the servants shall include a cook messenger and scavenger.

38. The medical officer, the dispenser and steward and the matron shall be appointed by the Minister; the nurses and servants by the medical officer, who shall have power to remove them, subject to his or her making a report to the Chief Medical Officer of his or her reason for doing so.

A.—Medical Officer

39. He or she shall be in charge of the hospital, shall visit each patient at least once a day, and pay surprise visits as often as possible.

40. He or she shall attend daily (except on Sunday) from 12 noon to 2 p.m. for the purpose of attending to patients entitled thereto under the poor relief system, admitting such cases as he or she may think suitable for treatment.

41. He or she shall keep the following books: a journal, in which the name, age, dates of admission and of discharge, disease, and other details, of every patient are to be entered; a diet book with the number of patients in hospital each day and the quantity of

food ordered for them; and an expenditure book showing the available balance of the votes for clothing and petty supplies.

42. He or she shall sign all orders for drugs and other supplies and certify all claims against the hospital.

43. He or she shall forward to the Minister in October each year a list of clothing and petty supplies to be tendered for in the *Gazette*.

44. He or she shall frequently examine and check the books kept by the dispenser.

45. He or she shall keep such statistical and other notes as may be necessary to make an annual report to the Minister showing the work done at the hospital.

46. He or she shall be responsible for the maintenance of discipline, cleanliness and good order.

47. He or she shall satisfy himself or herself, from time to time, that the sanitary arrangements are satisfactory, and that the provisions and other supplies are wholesome and good.

48. He or she shall have charge of all surgical instruments and appliances and see that they are kept in proper order.

49. He or she shall report to the Minister any defects, and suggest any alterations or repairs that may be required to the buildings.

B.—Dispenser and Steward

50. He or she shall reside at the hospital and not absent himself or herself without permission from the medical officer.

51. He or she shall be responsible to the medical officer for the efficient performance of his or her duties, and for the proper compounding, preparation, and prompt delivery to the nurses at all hours of the day or night of medicines for the use of the hospital patients.

52. He or she shall carefully prepare and deliver at all hours of the day or night medicines ordered by the medical officers of No. VI and VII Districts under the poor relief system.

53. He or she shall have the care of and be responsible for the stores of the hospital, and shall not allow any medicines, surgical instruments, appliances, or other supplies to be taken away except on the written order of the medical officer.

54. He or she shall, in the absence of the medical officer, admit cases of accidents or serious illnesses, and communicate immediately with him or her by telephone.

55. He or she may receive in the hospital, if approved of by the medical officer, one or two pupils to instruct in the art of dispensing, but they will not be allowed to compound or dispense medicines except under his or her immediate supervision or that of the medical officer.

56. He or she shall be individually responsible for the keeping of the cash book and for all monies received by him or her in payment for medicines on the order of the medical officers of No. VI and VII Districts. He or she shall pay all such monies to the District Revenue Officer at Grenville every Monday, and have his or her cash and receipt books examined by that officer on each occasion.

57. He or she shall make up every day the diet book and fill up the order check book for the signature of the medical officer, and perform such other clerical duties as may be required of him or her by the medical officer not being of a private or unofficial nature.

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58. He or she shall carefully examine and see weighed or measured all articles of food and other supplies sent in by the contractors for the use of the hospital, and shall, with the approval of the medical officer, reject any unsuitable supplies, and purchase others at the expense of the contractors.

59. He or she shall be responsible to the medical officer for the discipline, good order, and cleanliness of the hospital.

60. He or she shall be held responsible for the safe custody of the goods and chattels of patients in the hospital, committed to his or her charge.

61. He or she shall keep a book for visitors in which to insert their names.

C.—Matron

62. The matron must reside in the hospital and not absent herself without permission from the medical officer.

63. She will be required to attend to the patients at all times of the day or night. She must be able to read and write, and read writing.

64. She shall carefully carry out all directions of the medical officer as to the treatment of the patients, and be responsible for the administration of all medicines according to the directions given her.

65. She shall keep herself clean and properly dressed, and her room clean and tidy, and shall be responsible for the superintendence of the nurses and the patients and wards, and the linen.

D.—Servants

66. The servants of the hospital shall obey orders given them by the dispenser.

67. They shall subscribe to the following obligations on their appointments: "I agree to give two weeks notice should I wish to give up my situation, but I acknowledge the right of the medical officer to suspend me or to discharge me without any previous notice, for acts of unkindness to, or neglect of, patients, intemperance, transgression of the regulations, or disobedience of orders, when proved against me; my wages being forfeited if my conduct compromises the institution. I agree to allow the medical officer to inflict fines upon me for breach of the hospital regulations and to deduct the same from my wages."

E.—Patients

68. Patients must comply with the hospital regulations and the directions of the medical officer, the dispenser, and the nurse, or they will be discharged from the hospital.

69. Patients are expected to make themselves useful, as far as practicable, in making up their beds and rendering assistance to other patients, when requested to do so by the medical officer, the dispenser, or the nurse.

F.—Visitors

70. Visitors to the patients will be admitted to the wards on Wednesdays, between the hours of 3 p.m. and 5 p.m.; on Sundays between 10 a.m. and 1 p.m., 3 p.m. and 6 p.m.; and at other hours under special circumstances, by permission of the medical officer.

71. Visitors will not be allowed to take into the wards any articles of food, drink, or tobacco. Not more than two visitors will be allowed to each patient at one time.

72. Ministers of religion will be allowed access to the wards whenever it does not interfere with the medical officer's attendance on the patients.

PART III

The Carriacou Hospital

(The Princess Royal Hospital)

73. The hospital is intended for the accommodation of patients, who, except in cases of accidents or grave emergency, shall be residents of Carriacou and the Grenadines, admitted on the recommendation of a Member of Parliament, the District Magistrate, a Justice of the Peace, the Surgeon Specialist of the Grenada General Hospital or a minister of religion. The medical officer of the Carriacou Hospital shall carefully examine every person so recommended for admission, and in the event of his or her deeming it advisable to refuse it in any case, he or she shall communicate the fact and the reasons for refusal to the person making the recommendation.

74. The hospital staff shall consist of a medical officer, a dispenser and steward, a matron and nurses; the servants shall include a cook, a messenger and a scavenger.

75. The medical officer, the dispenser and steward and the matron shall be appointed by the Minister; the nurses and servants by the medical officer, who shall have power to remove them, subject to his or her making a report to the Chief Medical Officer of his reason for doing so.

A.—Medical Officer

76. He or she shall be in charge of the hospital, shall visit each patient at least once a day, and pay surprise visits as often as possible.

77. He or she shall attend daily (except on Sundays) from 12 noon to 2 p.m. for the purpose of attending to patients entitled thereto under the poor relief system, admitting such cases as he or she may think suitable for treatment.

78. He or she shall keep the following books: a journal, in which the name, age, dates of admission and discharge, disease, and other details, of every patient are to be entered; a diet book, with the number of patients in hospital each day and the quantity of food ordered for them; and an expenditure book showing the available balance of the votes for clothing and petty supplies.

79. He or she shall sign all orders for drugs and other supplies and certify all claims against the hospital.

80. He or she shall forward to the Minister in October each year a list of clothing and petty supplies to be tendered for in the *Gazette*.

81. He or she shall frequently examine and check the books kept by the dispenser.

82. He or she shall keep such statistical and other notes as may be necessary to make an annual report to the Minister showing the work done at the hospital.

83. He or she shall be responsible for the maintenance of discipline, cleanliness and good order.

84. He or she shall satisfy himself or herself, from time to time, that the sanitary arrangements are satisfactory, and the provisions and other supplies are wholesome and good.

85. He or she shall have charge of all surgical instruments and appliances and see that they are kept in proper order.

86. He or she shall report to the Minister any defects, and suggest any alterations or repairs that may be required to the buildings.

B.—Dispenser and Steward

87. He or she shall reside at the hospital and not absent himself or herself without permission of the medical officer.

88. He or she shall be responsible to the medical officer for the efficient performance of his or her duties, and for the proper compounding, preparation, and prompt delivery to the nurses at all hours of the day or night of medicines for the use of the hospital patients.

89. He or she shall carefully prepare and deliver at all hours of the day or night medicines ordered by the medical officer under the poor relief system.

90. He or she shall have the care of and be responsible for the stores of the hospital, and shall not allow any medicines, surgical instruments, appliances, or other supplies to be taken away except on the written order of the medical officer.

91. He or she shall, in the absence of the medical officer, admit cases of accidents or serious illnesses and communicate immediately with him or her.

92. He or she may receive in the hospital, if approved of by the medical officer, one or two pupils to instruct in the art of dispensing, but they will not be allowed to compound or dispense medicines except under his or her immediate supervision or that of the medical officer.

93. He or she shall be personally responsible for the keeping of the cash book and for all monies received by him or her in payment for medicines on the order of the medical officer. He or she shall pay all such monies to the Revenue Officer at Carriacou, every Monday, and have his or her cash and receipt books examined by that officer on each occasion.

94. He or she shall make up every day the diet book and fill up the order check book for the signature of the medical officer, and perform such other clerical duties as may be required of him or her by the medical officer not being of a private or unofficial nature.

95. He or she shall carefully examine and see weighed or measured all articles of food and other supplies sent in by the contractors for the use of the hospital, and shall, with the approval of the medical officer, reject any unsuitable supplies, and purchase others at the expense of the contractors.

96. He or she shall be responsible to the medical officer for the discipline, good order and cleanliness of the hospital.

97. He or she shall be held responsible for the safe custody of the goods and chattels of patients in the hospital, committed to his or her charge.

98. He shall keep a book for visitors in which to insert their names.

C.—Matron

99. The matron must reside in the hospital and not absent herself without permission from the medical officer.

100. She will be required to attend to the patients at all times of the day or night. She must be able to read and write, and read writing.

101. She shall carefully carry out all directions of the medical officer as to the treatment of the patients, and be responsible for the administration of all medicines according to the directions given her.

102. She shall keep herself clean and properly dressed, and her room clean and tidy, and shall be responsible for the superintendence of the nurses and the patients and for the cleanliness of the wards, and the linen.

D.—*Servants*

103. The servants of the hospital shall obey all orders given them by the dispenser.

104. They shall subscribe to the following obligations on their appointments: “I agree to give two weeks’ notice should I wish to give up my situation, but I acknowledge the right of the medical officer to suspend me or to discharge me without any previous notice, for acts of unkindness to, or neglect of patients, intemperance, transgression of the regulations, or disobedience of orders, when proved against me; my wages being forfeited if my conduct compromises the Institution. I agree to allow the medical officer to inflict fines upon me for breach of the hospital regulations and to deduct the same from my wages.”

E.—*Patients*

105. Patients must comply with the hospital regulations and the directions of the medical officer, the dispenser, and the matron or they will be discharged from the hospital.

106. Patients are expected to make themselves useful, as far as practicable, in making up their beds and rendering assistance to other patients, when requested to do so by the medical officer, the dispenser, or the matron.

F.—*Visitors*

107. Visitors to the patients will be admitted to the wards on Wednesdays, between the hours of 3 p.m. and 5 p.m.; on Sundays between 10 a.m. and 1 p.m., 3 p.m. and 6 p.m.; and at other hours, under special circumstances, by permission of the medical officer.

108. Visitors will not be allowed to take into the wards any articles of food, drink, or tobacco. Not more than two visitors will be allowed to each patient at one time.

109. The Magistrate of the District shall be an Official Visitor of the hospital, and shall visit the institution as frequently as possible, reporting the results of his visits to the Minister.

110. (1) Patients who are in a position to pay a small sum for their admission in hospital, can be admitted by the medical officer to the ordinary wards at the rate of twenty-five cents per day.

(2) No paying case can be treated as such in the hospital until he has signed an undertaking, or has obtained from some respectable person a signed guarantee, binding him or her to pay the fees, and until such undertaking or guarantee has been lodged with the medical officer.

PART IV

111. The sanatorium shall be known as “The Richmond Hill Sanatorium”.

112. It shall have accommodation for at least twenty patients and shall be available for persons suffering from tuberculosis.

113. Patients will be admitted on the recommendation of the District Medical Officers.

A.—Official Visitors

114. The Official Visitors to the sanatorium shall be the members of the Cabinet and such other persons as the Minister may, from time to time, appoint.

115. The Official Visitors may visit the sanatorium at any time, inspect the books and interrogate the officers and patients.

116. Their visits shall be recorded in the Official Visitors’ Book.

B.—Officers

117. The officers of the sanatorium shall be a Medical Superintendent, a Managing Steward and dispenser, at least two nurses and such other servants as may be found necessary and are sanctioned by the Minister.

118. Officers other than the Medical Superintendent and Managing Steward shall be paid monthly wages at such rates as are fixed from time to time by the Minister.

C.—Medical Superintendent

119. The Medical Superintendent shall be responsible for the administration of the institution, the care of the inmates and shall have entire control of the staff.

120. He or she shall visit the hospital at least once a day.

121. He or she shall examine every case on admission, cause the name to be entered on the register and give such directions for diet and treatment as may be necessary.

122. He or she shall frequently inspect the food supplied to the Institution and satisfy himself or herself that it is of the proper quantity and quality.

123. If any inmate is guilty of grave misconduct, he or she shall have the power of dismissing him or her, subject to his or her reporting to the Minister his or her reason for having done so.

124. He or she shall furnish to the Minister on or before the 31st day of January in each year a report on the administration of the hospital for the previous year with all the statistics, tables and statements required for the Blue Book.

D.—Managing Steward

125. He shall be responsible for maintaining discipline in the absence of the Medical Superintendent.

126. He shall visit all parts of the institution at least once a day.

127. He shall keep the diet book and make out the orders for food supplies in accordance with the diet scale and the instructions of the Medical Superintendent.

128. He shall have charge of all furniture, clothing and bedding and other stores.

129. He shall keep all necessary store books and inventories.

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130. He shall make up all medicines ordered by the Medical Superintendent and see that they are delivered to the senior nurse.

131. He shall see that all instructions of the Medical Superintendent are promptly carried out.

E.—Nurses

132. There shall be at least two nurses.

133. They shall have immediate charge of the patients and shall faithfully carry out the instructions of the Medical Superintendent, and in his or her absence the instructions of the Managing Steward.

134. Their hours of duty and of leave shall be such as are laid down by the Medical Superintendent subject to the approval of the Minister.

135. A junior nurse shall carry out the instructions of a senior nurse.

136. A nurse shall not absent herself or himself from the sanatorium without the permission of the Medical Superintendent or Managing Steward.

137. A nurse will not be allowed visitors without the approval of the Medical Superintendent.

138. Nurses must wear the uniforms provided for them while on duty and will not be allowed to wear them while on leave. They will be required to keep them in repair and scrupulously clean.

139. A nurse will be responsible for all articles placed under her or his immediate charge and shall sign an agreement to make good any articles that she or he cannot properly account for.

F.—Cook

140. The cook shall prepare and cook all food required for the patients and nurses in the manner and at the hours required by the Medical Superintendent.

141. The hours of attendance will be from 6 a.m. to 6 p.m. She or he must not leave the sanatorium between these hours without the permission of the Medical Superintendent or Managing Steward.

142. She or he shall keep her kitchen and kitchen utensils scrupulously clean and do such work in connection with the serving of meals and washing up as the Medical Superintendent may require.

143. She or he shall obey the instructions of the Medical Superintendent and Managing Steward in all matters connected with her or his duties.

144. She or he shall sign an agreement to make good any articles under her or his charge which are destroyed, damaged or lost.

G.—Porter

145. His or her hours of attendance will be from 6 a.m. to 6 p.m.

146. He or she shall do such work in the way of scavenging and cleaning as required by the Medical Superintendent and Managing Steward.

147. He or she shall carry messages and parcels between the sanatorium and other institutions and do such other work of this nature as may be required by the Medical Superintendent and Managing Steward.

148. He or she shall sign an agreement to make good any articles placed under his or her care which have been destroyed, damaged or lost.

H.—Miscellaneous

149. No wine or spirits will be allowed to be brought into or used in the sanatorium except what is prescribed by the Medical Superintendent.

150. No visitors to patients will be admitted except by a pass signed by the Medical Superintendent or Managing Steward. When a patient is admitted to the sanatorium a card will be issued to a member of his or her family stating the days and hours on which patients will be allowed visitors. This card must be produced on every occasion.

151. Arrangements will be made for the visits of ministers of religion at suitable hours.

PART V

The Mental Hospital

A.—General Instructions

152. The hospital has been established for the treatment of persons suffering from defects or disease of the brain affecting their mental powers. All persons employed in its service must therefore constantly bear in mind that it is to be regarded as a hospital for mental disorders, the sole object and aim of which is the recovery of patients where recovery is possible, and the improvement and amelioration, as far as it can be effected, of the condition of those whose disease is of an incurable type.

153. Patients are not responsible for their words or actions, and require to be treated with the greatest kindness, consideration, sympathy and forbearance by all those who have charge of them, and more especially by the ward attendants, with whom they are constantly associated.

154. The comfort, health and recovery of patients to a great extent depends upon the manner in which the hospital attendants and officers perform their duties. They are therefore required to assist in achieving those good results by carrying out the rules and regulations in a humane, faithful and proper spirit, and also by obeying implicitly any special orders and instructions they receive from those in authority over them.

155. It must be clearly understood that the duties of attendants are of a most important character and very great responsibilities rest upon those in charge of lunatics. The duties are often irksome and disagreeable, and demand unceasing kindness, caution, activity and vigilance.

156. Attendants must study carefully the temper and character of the patients entrusted to their care. They must be gentle, firm and persevering in their efforts to induce the patients to take food, to work, or join in any recreation that may be going on. They ought also to see that patients perform the usual duties of everyday life in a decent and proper manner, and to observe any peculiarities of temper or character that individual patients from time to time may exhibit.

157. It is well known that the conduct of patients is to a great extent influenced by the conduct of those in charge of them, so that a noisy, boisterous manner, or untidiness, or carelessness on the part of attendants is often closely imitated on the part of the patients.

158. Patients must be very carefully watched, and attendants must endeavour to win their confidence, and correct as far as possible by gentleness and firmness slight acts of insolence or mischief. These if not noticed might soon lead to some dreadful act of suicide or homicide, which under proper attention and supervision on the part of the attendant in charge would never have happened.

159. Attendants are particularly cautioned not to administer rough treatment or violence to patients who exhibit any petulance, irritating complaints, abusive language, objectionable habits or threatening or irritating demeanour against the attendants. Every effort must be made to appease and pacify the noisy or turbulent patient, but if any violence is apprehended then the attendant must blow his or her whistle and so secure the help of other attendants who may be on duty at the time.

160. Great promptness and punctuality are necessary on the part of attendants and others in charge of the patients, especially in serving meals, attending divine service, and in the administration of medicines, etc., and also in going to their comrades at once whenever a whistle is being blown.

161. Attendants must keep the patients' rooms, dormitories, ward and airing courts clean and in good order, and they themselves must be neat and tidy in their dress and appearance. Above everything, patients must not be teased or worried and allowed to fight, and epileptics must be carefully watched so as to prevent their injuring themselves, and must be protected from rough treatment at the hands of others whilst they are in a fit.

162. It is strictly forbidden to gossip about the affairs of the hospital, or to describe the peculiarities, habits or conversation of the patients under their care when outside the institution.

163. Any attendant who is found guilty of rough or unkind treatment, or who in any way strikes or injures a patient, shall be at once suspended and a report of the occurrence shall be sent to the Minister.

164. Whenever any attendant is at a loss how to act in any emergency he or she must at once report the difficulty to the head attendant or officer in charge, and be guided by his or her instructions.

165. No attendant or servant shall convey any letter or message from the patients to any one out of the hospital without permission from the Medical Superintendent, or in his or her absence the Steward.

166. The attendants and nurses are not to frequent their own rooms during the day, except when they are off duty. The doors are to be kept locked, and patients are not to be permitted to remain in or frequent them without permission. They are to be kept in a neat and orderly manner, great care being exercised in locking up all knives, razors, scissors, etc., also all articles of value and importance, for the loss or destruction of which the hospital authorities are in no way responsible. Any attendant or servant whose room, is found dirty or disorderly will be liable to a fine.

167. When a patient has an epileptic fit, the attendant must at once render assistance by loosening the collar, or anything around the neck, or chest and by supporting the head with a pillow. The patient must not be left until restored from the fit. Special care must be taken to prevent patients from injuring themselves, and particularly to prevent the tongue from being bitten, and that suffocation does not occur by the patient turning over on his or

her face and burying it in the pillow. If the fit occurs during a meal, any food in the mouth should be removed.

168. During the bathing of the patient, particular attention is to be paid to the state of the skin and any sore or discoloration or anything unusual is to be reported to the Medical Superintendent on his or her next visit to the ward.

169. The male and female departments are distinct and separate and it is entirely against the rules for either male or female attendants or patients to loiter about talking together, or otherwise break this Rule.

B.—Medical Superintendent

170. Subject to the general direction of the Chief Medical Officer, the Medical Superintendent has full control over all officers, attendants, servants and employees in the hospital service. He or she shall superintend and direct their duties as prescribed in the regulations. He or she is empowered to suspend any officers, attendants or servants.

171. The care and treatment of the patients is committed to his or her charge, and he or she shall be responsible for the good order and discipline of the establishment.

172. Every patient shall be medically examined as soon after admission as possible, and at the time of admission shall receive a consecutive number, and the Medical Superintendent shall keep a careful record of all cases treated, together with the results, which shall be recorded in the register kept for the purpose.

173. He or she shall, as far as possible, conduct the hospital on the most economical principles compatible with efficiency. He or she shall see that proper use is made of all stores, supplies, medicines and other articles without waste. He or she shall inspect the requisitions, and examine the Steward's books to see that the expenditure is kept within reasonable limits.

174. He or she shall have power to make such rules and regulations as shall, from time to time, appear necessary for the efficient management and conduct of the institution, subject to the approval of the Minister.

175. He or she shall pay special attention to the sick and shall give such instructions with regard to their treatment as may be necessary. No sedative of a poisonous nature shall be administered to any patient without his or her express instruction in writing. He or she shall make daily notes of any changes in medicine or diet in the books kept for that purpose.

176. He or she shall fill up, sign and forward to the coroners with as little delay as possible the death certificate of any patient dying in the hospital.

177. He or she shall hear and record all complaints made to him or her in the different departments of the hospital and shall settle all contention and disagreement as far as lies in his or her power.

178. If beyond his or her power he or she shall make a report and forward the same to the Chief Medical Officer.

179. He or she shall frequently visit the kitchen and dining-hall and inspect the quantity and quality of the food supplied and also see that the method of serving is prompt and efficient.

180. He or she shall take steps to ensure the cleanliness and order of the airing courts, dormitories, single rooms, infirmary, etc., and the comfort and good treatment of the inmates.

C.—Steward

181. The Steward shall follow such rules and instructions as shall be laid down by the Medical Superintendent and approved by the Cabinet.

182. During the Medical Superintendent's absence, he shall be responsible for the good order and discipline of the institution, and he shall have full authority over all the attendants and servants.

183. He shall conduct all visitors through the institution during the hours set apart for that purpose.

184. He shall have general supervision over the working of both the male and female departments, but he shall never visit any of the female wards unless he is accompanied by a female attendant.

185. He shall inspect the ward daily.

186. He shall examine into the condition of and weigh all goods and stores on their arrival and shall enter the weights in the books kept for that purpose, and report any article which is bad in quality or which does not come up to the required standard to the Medical Superintendent. He must also report at once all meats which appear tough, tainted, or of inferior quality, and any articles falling short of the required weight.

187. He shall deliver to the cook the daily stores. He shall inspect the meals in the kitchen before and after cooking and deal with any defects found, and if necessary, report these to the Medical Superintendent. He shall alter the amount in the dietary day by day in accordance with the changes made by the Medical Superintendent, or rendered necessary by the death or discharge of patients.

188. He shall keep in the book provided an inventory of all goods and chattels the property of the institution in all departments and shall be prepared to keep any other books which may from time to time be required by the Medical Superintendent.

189. He shall inspect the various mechanical appliances throughout the institution and shall immediately report to the Medical Superintendent any defects in the working order of locks, lavatories, baths, closets; the water supply; and the appliances in the kitchen, laundry, workshops and elsewhere.

190. He shall also frequently inspect the sewage and drainage arrangements, and shall at once report to the Medical Superintendent any defect or breakdown in any of those arrangements.

191. In the absence of the Medical Superintendent he may sign passes for leave and shall report the same to the Medical Superintendent when he comes into the office.

192. He shall keep all money which comes into his hand for the sale of stock, barrels, tins, etc., and shall pay all sums thus received into the Treasury.

193. He shall supervise and direct the various agricultural operations on the farm lands and shall see that crops are properly planted, cared for and reaped under his direction. He shall store the crops when reaped and record the weights and quantities in a book kept for that purpose.

194. He shall have charge of the office and be responsible for all records and books kept therein.

195. He shall keep the records connected with the commissariat of the hospital, and shall see that the accounts sent in every month are correct according to his pass books.

196. He shall make out requisitions for all such articles as are necessary for the efficient working of the hospital and check all articles of clothing and other goods

supplied by the contractors and he shall at once report any defect or falling off in the quality or quantity on the part of the contractors to the Medical Superintendent.

197. He shall receive from the head attendants money, jewellery and other valuables of patients on admission, and shall be responsible for their safe custody.

198. The Steward shall absent himself from the institution only for such times and periods off duty as are fixed by the Medical Superintendent; all extraordinary absences on his part shall be with the express permission of the Medical Superintendent. During the absence of the Medical Superintendent and the Steward, the head male attendant shall be in charge.

D.—Head Attendants

199. The head attendants shall be responsible for the cleanliness and good order of the attendants, and shall see that the patients are treated with the utmost possible kindness compatible with the necessary discipline of the institution. They shall report any seclusion and enter the same in their day book. They shall never use restraint except under the special instructions of the Medical Superintendent.

200. They shall keep a report book and a daily record of the ward work in accordance with the forms and instructions they receive.

201. They shall inspect the wards not later than 9 a.m. to see that the rooms, wardrobe, and cots are clean and tidy, and that lavatories and baths are clean and in satisfactory working order. They shall also see that the water is not wasted, and that the taps are managed without undue waste of water. By 8 p.m. they shall personally see that every door is duly closed. They shall make surprise visits during the watches of the night at least twice a week and record the same in their daily reports.

202. They shall take care that every patient is bathed at least once a week unless an order is received to the contrary. Where cases of sickness, etc., require special feeding, such feeding shall be personally conducted by them. In the case of any patient refusing to take his or her food, this must be reported to the Medical Superintendent.

203. They shall ascertain day by day that the patients have their proper amount of food and that the said food is properly cooked. They shall investigate any complaints made either by patients or attendants as to the bad quality or bad cooking of the food, and such complaints shall be recorded in a book kept for the purpose. A sample of the food, etc., complained of shall be laid with a report in writing before the Medical Superintendent for investigation.

204. They shall be held responsible for the efficient working of the respective wards entrusted to their care. They shall have control over the attendants in their respective departments, and are entrusted with the important duty of seeing that the attendants do their work in accordance with the rules and regulations of the institution, and they shall at once report any breach of regulations, disobedience or neglect of duty to the Medical Superintendent, or in his or her absence the Steward.

205. They will be expected as much as possible to further the amusements of the inmates, and to this end they will join in such amusements as often as their duties will permit.

206. They shall keep feeding tubes, thermometers and medicines, etc., for the use of the patients, and shall administer such medicines to the sick, and shall report at once to the Medical Superintendent any unfavourable change in the condition of any patient.

207. They shall receive every patient on admission and record the time of admission and the weight of the patient and see that the patient is properly cleansed and report any

marks of violence, etc. They shall enter in the report for the day and also in the book kept specially for the purpose an account of every patient's clothes, money, jewellery, and other belongings and shall hand over the same to the Steward for custody.

208. They shall make a requisition to the Steward for such things as are required in their several departments, and shall acknowledge the receipt of such articles by having them entered in their books by the Steward.

209. No change of diet shall be made, nor shall any patient be allowed either tobacco or strong liquor without the Medical Superintendent signing for such articles or change in the order book kept for that purpose.

210. Head attendants shall not allow any patient to engage in any duties in the hospital or in any occupation or pursuit without the knowledge and consent of the Medical Superintendent.

211. Head attendants shall not allow visitors to see any patient between the hours of 10 a.m. and 4 p.m. on week days without permission of the Medical Superintendent or, in his or her absence, of the Steward.

212. Head attendants shall not allow any dog or other animal to be kept in the hospital without the permission of the Medical Superintendent.

213. The head attendants shall see that the patients are neatly dressed, that those who resist having their clothes put on be dressed, and if they take them off and destroy them, that strong dresses be put on.

214. They shall check all coarse language amongst the attendants and shall maintain strict discipline throughout the wards and airing courts and shall see that the attendants under their care are clean and properly dressed, and are doing their work in accordance with the regulations of the institution.

215. They shall report to the Steward any act of insubordination, neglect of duty, or failure on the part of the attendants in the proper performance of their duties.

216. They shall see that the patients willing to attend service and fit to do so are conducted thither and back, in an orderly and proper manner.

217. They shall visit the wards and airing courts as often as possible both in the morning and afternoon to see that the patients are taken proper care of, and that the attendants (instead of conversing with each other and walking about together) are in places assigned to them in each ward, so as to be near the patients and be ready to prevent them from quarrelling with each other, or from escaping, if they should attempt either.

218. They shall endeavour to become acquainted with the habits, trades, and pursuits of the patients with a view to inducing them to find suitable occupation in accordance with their tastes and fancies.

219. In the event of any patient's death, the head attendant shall see that the body is properly cleansed and dressed and placed in the mortuary; that a proper coffin is provided, and the facts connected with the death noted together with such other information as shall be necessary to enable the Medical Superintendent to fill in the death certificate.

220. Each head attendant shall keep an account of all stores, victuals and articles that he or she may have under his or her charge, serviceable or unserviceable. The head male attendant shall be in charge of the workshop and shall keep an inventory of all tools and other appliances connected with it, and all tools or other implements which may be worn out or broken, are to be noted in a book for the purpose for the information of the Medical Superintendent who will condemn such things on the days appointed.

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221. The head male attendant shall be always ready to give the Steward all assistance in his power, and to carry out any orders received from the Medical Superintendent.

E.—Cook and Kitchen Department

222. The cook shall obey such rules and regulations as shall, from time to time, be laid down by the Medical Superintendent and approved by the Minister.

223. He or she shall have full control over the kitchen and the servants connected therewith, and shall be responsible for the cleanliness and good order of the same.

224. He or she shall have control over all attendants who may visit the kitchen at meal times, or who enter it for any purpose whatever, and they will be expected to obey him or her implicitly as long as they remain in the kitchen.

225. He or she shall receive from the Steward daily such stores as are necessary for the day's consumption. He or she shall see that the weights are correct, and shall enter such weights in a book kept for that purpose, and without access or reference to the Steward's books.

226. He or she shall see that the cooking utensils, stoves and apparatus are kept clean and in good working order, and shall report any neglect in this matter to the Medical Superintendent.

227. He or she will be held responsible for the safety of such patients as are sent to work in the kitchen. He or she shall not permit attendants or servants to loiter about the kitchen or its surroundings.

228. He or she shall keep order in the kitchen and shall report in writing any obstinate misconduct or irregularity in the behaviour of the servants under his or her control to the Medical Superintendent, or, in his or her absence, to the Steward.

229. He or she shall not leave the kitchen without being relieved by a responsible officer.

230. He or she will be held responsible for the efficient cooking of the food, and it shall be his or her duty to see that the other cooks and servants do their work in a satisfactory manner, and, so far as the cooking of the food is concerned, they shall be under his or her direction and control.

231. He or she shall be in attendance at the Steward's store room once daily and shall receive from the Steward the supplies for the day.

232. He or she shall not allow any food to be removed by the servants, attendants, or others until it has been inspected and passed by the Steward.

233. He or she shall not allow any food to be cooked in the hospital kitchen privately. In the event of anyone persisting in cooking food privately he or she shall at once report it to the Steward.

234. He or she shall not allow hot water to be taken out of the kitchen without an order from the official who may require it.

235. He or she shall be entirely under the direction of the Steward.

F.—Head Female Attendant

236. The laundry shall be under the general charge and control of the head female attendant, who shall have full control over the attendants and servants working in her department.

237. The head female attendant shall be responsible for the good order of the department, for the receipt and correct and punctual delivery of all the clothing sent to be washed, and for its being returned clean and well aired.

238. In the event of any clothing being sent short, the head female attendant shall report the matter to the Steward who shall be required to set the matter right.

239. She shall be responsible for the safe custody and care of the female patients and servants employed in the workroom and laundry.

240. She shall not receive any article to be washed unless properly entered in the list. Any error must be corrected at the time the articles are received. After this, and until the clean clothes are returned, she will be held responsible for any loss.

241. In the event of any article being sent to be washed which appears to have been put to an improper use, she shall report the fact to the Steward.

242. She is not to permit nurses or attendants to enter the laundry or workroom to loiter about and gossip at the doors.

243. She shall see that the attendants at work in the workroom conduct the patients so employed to and from the wards.

244. She shall be responsible for the cutting and making up of all materials supplied for making the male and female apparel, bed linen, towels, etc., according to the pattern approved and adopted in the hospital.

245. She shall not apply any completed article of clothing, or bedding, whatsoever, to any person, but see that all articles made up are returned to the stores, and are duly recorded in the books kept for that purpose.

246. She shall perform any occasional duties she may be called upon from time to time to perform by the Medical Superintendent.

G.—Attendants

247. The attendants shall never absent themselves from their duties without permission from the Medical Superintendent or Steward, and are liable to be discharged for unauthorised absences at a moment's notice at the discretion of the Medical Superintendent, subject to the approval of the Minister.

248. They are expected to wear their uniforms on duty and to be clean and tidy, to keep their rooms in order, and not to allow any inmate to go into their rooms for any purpose.

249. Any violence or unnecessary roughness on the part of the attendants will meet with summary punishments. They shall never on any occasion or for any reason attempt to strike a patient, but on the contrary shall always endeavour to quiet those who are excited or irritable, and when any patient is to be secluded they shall be careful to summon sufficient aid to effect their purpose at once and so prevent any unnecessary struggling or resistance on the part of the patient. No patient shall ever be allowed to assist in putting a fellow patient into a room under any circumstances whatever.

250. They shall endeavour by timely interference to prevent quarrels, and shall repress as much as possible any violent, blasphemous or indecent language, and always recollect that tact and gentle reproof rarely fail to reduce these annoyances, whilst provoking a patient always makes matters worse.

251. They shall not talk to patients on the subject of their madness or delusions, and shall not allow them to be ridiculed or spoken to harshly or unkindly. Attendants must never deceive a patient nor must any promises be made that cannot be fulfilled.

252. The attendants shall wake the patients under their care at 6 a.m., shall see them washed and dressed, attending personally to those who are not able to do for themselves, and shall conduct them to their airing courts, until their rooms are arranged. This part of the work must be finished by 9 a.m.

253. After breakfast they shall conduct the workers to their respective duties and shall be responsible for their good conduct and safe keeping during their absence from the airing courts.

254. It is to be distinctly understood that any attendant in the hospital service who has learnt a trade may at any time be called upon to follow his or her trade in addition to the other duties as attendant.

255. All attendants must attend at meal-time in the dining-hall, and shall do their best to serve meals as quickly as possible, unless they are detailed to other duties.

256. Those patients who cannot feed themselves are to be carefully fed by the attendants in charge of them.

257. It is strictly forbidden for any patient to have an attendant's key. A breach of this Rule will be severely punished.

258. The attendants on duty for the day are not to leave the wards, nor are they to leave the positions allotted to them in the wards, and are not to get together gossiping whilst on duty.

259. Attendants on opening the sleeping rooms of patients must notice the condition of the room and of the patients. Any sign of illness, or damage to the room or furniture, however trifling, must be at once reported to the head attendant.

260. Attendants in charge of infirmaries and dormitories shall receive all medicines, applications, surgical dressings, and other appliances for treatment ordered by the Medical Superintendent, and be responsible for their safe keeping.

261. All attendants, assistants and servants on going on leave and returning from leave must report themselves to the head attendant or officer in charge of their department. Any irregularity in returning to duty must be reported in writing to the Medical Superintendent or, in his or her absence, to the Steward.

262. The attendants who are on duty in the dining-hall shall collect all plates, spoons, cups, etc., and return them after each meal to the scullery, and shall wash them and keep them until they are wanted for the next meal, and the attendant in charge of each ward shall see that the cups, plates, spoons, etc., are collected after each meal and duly returned to the scullery.

263. When on night duty, the attendant to be relieved shall arouse the attendant to come on duty at least a quarter of an hour before going off duty, and the attendant going off duty shall walk over the whole beat and hand over everything in order before giving over the watch to the relieving attendant.

264. Attendants on night duty shall at once report to the Steward or the head attendant their own illness, the stoppage of the tell-tale clock, the illness of any patient requiring immediate attention, any defect in their lamp, or any other circumstance interfering with their duty.

265. The attendants and employees in the hospital service are strictly forbidden to receive any presents or gratuities from either the patients, their relatives or friends, or

from visitors. In wet weather the patients are not to be allowed to lie about either on the concrete floors or on the damp grass.

266. Although a patient may be under the special charge of a particular attendant, yet the other attendants in the ward (day or night) when on duty shall in the absence of such particular attendant, be held responsible for the care and safety of that patient as well as of the others in the ward.

267. Special attention is to be paid at all times to the cleanliness of wet and dirty patients and their rooms and clothing.

268. The only signal allowed to be made on the whistle by the attendants is that which indicates that the aid of the other attendants is instantly required.

269. The attendant in charge of each ward, called the charge attendant, shall listen to all complaints made by the patients and shall report the same to the head attendant, or chief of the department. During the absence of the head attendant, the charge attendant shall have control over the ward in which he or she works, and shall report any disobedience or misconduct on the part of the attendants on his or her ward to the head attendant.

270. All attendants must not be on ward duty at the same time, and no meals shall be served in the wards without the order of the head attendant. A ward must never be left with less than two attendants.

271. Great care must be constantly taken to prevent any attempt at suicide or escape, and patients suspected of contemplating either must be carefully watched and guarded. Epileptics must also be carefully watched; all fits are to be recorded and every care taken to prevent these patients injuring themselves in falling or during the fits.

272. The attendant in charge of each ward shall hand over the patients in his or her care to the last watch for the night when he or she comes on duty, and shall take them over for the first watch on coming on duty in the morning. When it is necessary to put a patient in a separate room during the night, the attendant who does so shall report it as soon as possible to the head attendant who shall enter it in the morning's reports; all casualties, fits, and accidents are also to be reported to the head attendant as soon as possible.

273. The attendant on duty at 6 p.m. is responsible for lighting the lamps in the beat which he or she patrols, and they shall be lighted and extinguished at the hours fixed by the head attendant.

274. Attendants are not to do needlework nor read books whilst on duty.

275. Attendants are not to leave their posts whilst on duty.

276. Each ward shall have its full equipment of cups and plates and it shall be the duty of the attendants in each ward to see that these cups and plates are duly accounted for. Any loss of cups or plates besides that which is due to ordinary wear and tear, shall be fairly valued and divided amongst the attendants in the ward when the loss occurs. This rule shall also apply to other articles which are in use in the several wards.

H.—*Visitors to Patients*

277. Visitors will be allowed to see their friends and relatives, who may be inmates, between the hours of 10 a.m. and 2 p.m. on every day except Sunday. However, any patient dangerously ill, or dying shall be allowed to see his or her friends or relatives at any time by obtaining a special permit from the Medical Superintendent.

278. Visitors are not allowed to see patients in the wards without a special permit from the Medical Superintendent.

279. No wine, spirit, or intoxicating liquor of any kind, and no knives, scissors, cord, or matches will be allowed to be brought into the hospital under any pretext whatever.

280. No gratuity of any kind will be allowed to be given to any attendant or servant employed at the hospital, and anyone found receiving such shall be liable to instant dismissal.

281. No legal documents or other papers will be allowed to be signed by any inmate except with the knowledge and approval of the Medical Superintendent.

282. Visitors will be allowed to see their friends and relatives in the reception room. An attendant shall be on duty there, and shall not interfere with the conversation of patients and their friends. Yet if any of the foregoing rules be infringed, or if the visitor is exciting the patient and appears likely to induce a fit of violence, the attendant shall be empowered to take the patient back to the wards, and shall at once report the matter to the head attendant.

283. Patients shall not be allowed to leave the reception room or promenade the hospital grounds with their friends or relatives under any circumstances whatever.

PART VI

Bakehouse Employees

284. Where the by-laws of any District Board require that a certificate of freedom from certain diseases shall be produced periodically by persons other than persons employed in a bakehouse, the following fees shall be paid to medical officers for making an examination of and giving a certificate to such persons—

For the first examination of and giving a certificate to any such person when the examination takes place at the medical officer's house or the appointed station 50 cents

For any subsequent examination of and giving a certificate to any such person where the examination takes place at the medical officer's house or the appointed station 25 cents

PART VII

Motor Ambulance

285. A motor ambulance is available for the conveyance of persons requiring immediate surgical operation or medical aid, to the Grenada General Hospital, St. George's, or sick persons to the Medical Institutions at Richmond Hill when ordered by a responsible officer of the Medical or Police Departments and subject to the following conditions.

286. The ambulance is kept at the Medical Department Garage where applications for its use will be received during the day and night.

287. Every medical officer and police officer ordering the ambulance will give his or her name on the telephone to the person receiving the call, and will confirm his or her order by forwarding without delay the approved Form of Application for Motor Ambulance to the Chief Medical Officer. Failure to confirm a telephoned order by forwarding this form may result in the cost of the ambulance for that journey being charged to the officer who ordered the ambulance.

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288. Provided that no other convenient and suitable means of conveyance are in the opinion of the District Medical Officer available, the ambulance may be used for all cases as designated in rule 285 in Districts Nos. 1, 2 and 3 and for all cases in District No. 8 as may be brought to any part of the St. George’s Lower Main Road and of the St. David’s Main Road as far as its junction with the preceding road at the Baillie’s Bacolet gap:

Provided further that in cases occurring outside the designated areas where the illness is of such a nature as to make the use of the ambulance compulsory it may with the approval of the Chief Medical Officer be let out on hire.

289. No charge will be made for the use of the ambulance for the conveyance of persons certified as paupers, who are admitted for free treatment to the Grenada General Hospital or to the Medical Institutions at Richmond Hill and who are recommended for free conveyance by the medical officer certifying the case of admission.

290. The ambulance will be let out on hire within the areas designated in rule 288 for the conveyance of Private Ward Patients, Paying Patients of the General Ward and Patients of the Mental Hospital in respect of which payment for their maintenance is being made.

291. The charge for the hire of the ambulance under rule 290 shall be seventy-five cents for cases within the boundaries of the city of St. George’s and for cases outside the city a mileage rate for the entire distance of twenty-five cents per mile shall be charged. The minimum charge for such cases shall be one dollar.

292. Only the appointed chauffeur and patients being removed to hospital shall travel in the ambulance, with the exception of such nurses or orderlies who are authorised in writing so to travel by the Chief Medical Officer. Any unauthorised person found travelling in the ambulance will be deemed to be a trespasser.

First Schedule

MEDICAL OFFICERS ACT

MEDICAL OFFICERS RULES

Places and Hours for Attendance of Medical Officers

[Rule 5.]

Medical Officer District I and Anaesthetist

		<i>Times per week</i>	
Health Centre	twice —	6 hours	(3/3)
Belmont	once —	3 hours	
Woburn	once —	3 hours	
Anaesthetics	twice —	6 hours	(3/3)
		<u>18 hours</u>	

Medical Officer District II

		<i>Times per week</i>	
Health Centre	twice —	6 hours	
Snug Corner	twice —	6 hours	

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Happy Hill	once —	3 hours	
Tuberculosis Clinic	once —	3 hours	
		<u>18 hours</u>	

Medical Officer District III and Ophthalmic Surgeon

			<i>Times per week</i>
Health Centre	twice —	4 hours	(2/2)
St. Paul’s	once —	3 hours	
Ophthalmic Clinic	thrice —	9 hours	(3/3/3)
Richmond Hill	thrice —	2 hours	(1/1)
		<u>18 hours</u>	

Medical Officer District IV

			<i>Times per week</i>
Gouyave Health Centre	twice —	5 hours	(3/2)
Victoria	twice —	5 hours	(3/2)
Grand Roy	once —	3 hours	
Florida	once —	2 hours	
Union	once —	3 hours	
		<u>18 hours</u>	

Medical Officer District V

			<i>Times per week</i>
Sauteurs	thrice —	9 hours	(3/3/3)
River Sallee	once —	3 hours	
Belmont	once —	3 hours	
Union	once —	3 hours	
		<u>18 hours</u>	

Medical Officer District VI

			<i>Times per week</i>
Princess Alice Hospital	six —	6 hours	
Grand Bras	twice —	6 hours	(3/3)
Paraclete	once —	3 hours	
Belmont	once —	3 hours	
		<u>18 hours</u>	

Medical Officer District VII

			<i>Times per week</i>
Medical Officer’s Quarters	four —	6 hours	(3/1/1/1)
Grand Bras	twice —	6 hours	(3/3)
Birch Grove	once —	3 hours	
Mt. Carmel	once —	3 hours	
		<u>3 hours</u>	

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18 hours

Medical Officer District VIII

Times per week

Medical Officer's Quarters	twice —	6 hours	(3/3)
La Tante	twice —	6 hours	(3/3)
Perdmontemps	once —	3 hours	
Vincennes	once —	3 hours	
		<hr/>	
		18 hours	

Medical Officer Carriacou District

Times per week

Carriacou Hospital	thrice —	9 hours	(3/3/3)
Hillsborough	twice —	6 hours	(3/3)
Bellevue	once —	3 hours	
Petit Martinique	once per month		
		<hr/>	
		18 hours	

Second Schedule

MEDICAL OFFICERS ACT

MEDICAL OFFICERS RULES

Forms

Form A

[Rule 9.]

..... No.	No.	
Date , 20		Date, 20
		Charge
Charge	Name	
Name	Address	
Address	Prescription	
		In all cases where payment is made for a prescription it is essential that a RECEIPT be obtained.

Form B

[Rule 11.]

Prescription No.	Received the sum of twenty-five cents for medicines supplied under prescription No.	No.
Form whom received Dispenser	

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Date Date
No.	DISPENSARY No.
Prescription No.	Received the sum of twenty-five cents for medicines supplied under prescription No.
Form whom received Dispenser
Date Date

Form C
[Rule 11.]

GOVERNMENT DISPENSER AT

IN CASH ACCOUNT WITH TREASURY. Cr.

te	From whom received	No. of Ticket	No. of Prescription	No. of Receipt	Amount	Date	To what Officer paid	No. of Treasury Receipt	Amount

Form D
[Rule 15.]

FREE TICKET

..... No.

Date 20.....

Medical Officer
No.

District

Name of Pauper

Residence

Parish

FREE TICKET

(For Paupers, Workers over sixty years of age, Workers' children under ten years of age, and destitute women in childbirth)

..... 20.....

No.

Medical Officer No.

District†

The Bearer

* Pauper

being a

* Worker over sixty years of age

* Worker's child under ten years of age

* Destitute woman in childbirth

is entitled to medical aid free of charge.

..... Distributor of Tickets.

Prescribed for, Medical Officer.

Date

Prescription made up Dispenser.

Date

† Or the Surgeon Specialist Grenada General Hospital.

* This part of the Certificate must be made to apply to the circumstances of the case, by striking out words inapplicable.

Form E

Medical Officers Act – Subsidiary Legislation

[Rule 15.]

PAYMENT
TICKET

..... No.

Date, 20

Medical Officer
No.

..... District.*

Name of worker

Residence

Parish

PAYMENT TICKET

No. 20

To the Medical Officer

*District.**

The Bearer residing at in the parish of

is recommended for medical aid on payment of the proper fees
according to the tariff.

..... *Distributor of Tickets.*

Prescribed for—Prescription No. Fees paid.
..... *Medical Officer.*

Date

Prescriptions made up—Receipt No.
..... *Dispenser.*

Date

* Or the Surgeon Specialist of the Grenada General Hospital as the
case may be.

Form F
[Rule 16.]

DISTRIBUTOR'S
DEFERRED
PAYMENT TICKET

No.

Medical Officer
No.

..... District.

Name (1) of Worker
and (2) of persons
guaranteeing payment

(1)

(2)

Residence

(1)

(2)

Parish

Date, 20

DISTRIBUTOR'S DEFERRED PAYMENT TICKET

No.

To the Medical Officer No.
District.

..... residing at in the parish of

is recommended for medical advice and medicines *

and * having undertaken
to pay your fees according to the tariff, within six weeks from this
date

..... *Distributor of Tickets.*

Dated, 20

Prescribed for—prescription No.
..... *Medical Officer.*

Dated....., 20

* Insert "he" or "she" and the name of the person guaranteeing
payment.

Medical Officers Act – Subsidiary Legislation

[to be printed at back]

DECLARATION OF APPLICANT
GRENADA

I,, of, hereby undertake within six weeks from the date hereof to pay to Medical Officer of No. District, the necessary fee under the legal tariff, for medical aid, and I further agree that if the said sum is not paid, that, on my being sued in any Court of law, the production of this shall be sufficient proof of the debt and that judgement may be entered up in favour of the said Medical Officer and execution may issue against me.

.....
Signature of applicant or person on his or her behalf

Signed in my presence
this day of, 20.....

.....
Distributor of Tickets

GUARANTEE

I,, of do hereby, guarantee, promise and agree that in case shall make default in paying within six weeks from the date hereof the amount payable in respect of this ticket that I will duly pay the same and all liability shall attach on me for such amount, I becoming a principal debtor. And that if I am sued the production of the ticket with this guarantee shall be conclusive proof of my liability.

.....
Signature of Guarantor

Witness:

Third Schedule

MEDICAL OFFICERS ACT

MEDICAL OFFICERS RULES

Medical Officer's Deferred Payment Ticket

[Rule 20.]

MEDICAL
OFFICER'S
DEFERRED
PAYMENT
TICKET

MEDICAL OFFICER'S DEFERRED PAYMENT TICKET

No.

To the Medical Officer No.
District

I,, residing at in the parish of

hereby undertake to pay your fees for medical aid according to the tariff within six weeks from this date.

Dated, 20 *

Prescribed for—prescription No.

Medical Officer

Dated, 20.....

* If signed by an agent the words "by his or her agent" followed by the signature of the agent must be added after the name of the worker.

al Officer No.
.....
..... District.
(1) of Worker
necessary, (2)
ions applying
alf of worker.
.....
.....
nce
.....
.....
....., 20

[to be printed at back]

Medical Officers Act – Subsidiary Legislation

....., Medical Officer of No. District, do declare that residing at,
 Parish of a worker, not having presented a Distributor's Deferred Payment Ticket and having to sign this ticket,
 attended the said and afforded medical aid.
 ed,, 20.....
cal Officer

Fourth Schedule

MEDICAL OFFICERS ACT

MEDICAL OFFICERS RULES

Free Prescriptions

[Rule 31.]

Free Prescription No.
 Date, 20.....
 Name
 Address
 Disease
 Treatment

Free Prescription No.
 Date, 20.....
 Name
 Address

I certify that is entitled to free medical aid and that no charge has
 been made by me in this case for medical attendance.

.....
Signed

Fifth Schedule

MEDICAL OFFICERS ACT

MEDICAL OFFICERS RULES

Scale of Fees

[Rule 33.]

Column 1	Column 2 Where income of patient does not exceed \$600 p.a.	Column 3 Where income of patient exceeds \$600 p.a.
1. Visit: by day for a call to a place within the district recognised as pertaining to the place appointed in the First Schedule, when call is received while district medical officer	\$1.00	

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is attending at such place.		
2. Visit: by day for call other than as above	an additional 25 cents for each mile outside district travelled on journey to patient only.	A reasonable charge in addition to the charges set out in Column 2.
3. Visit: by night minimum charge	\$2.00 and mileage charges in addition.	
4. Midwifery charges	Up to \$5.00	

Sixth Schedule

MEDICAL OFFICERS ACT

MEDICAL OFFICERS RULES

Memorandum of Agreement

[Rules 144 and 148.]

MEMORANDUM OF AGREEMENT made the day of, 20....., between the of the State of Grenada (hereinafter called the) of the one part (hereinafter called the employed) of the other part, witnesseth as follows—

1. The agrees to engage the employed in the capacity of and the employed agrees to the said engagement on the following conditions.
2. The wages shall be at the rate of \$: c. per (a) and shall be payable (b)
3. The engagement shall commence on the day of and the employed shall be required to devote his or her services hereunder during such times and hours as the or his or her officers may, from time to time, direct.
4. The engagement shall be deemed for all purposes to be one of (c) duration and may be terminated by either party giving to the other (d) notice of his or her intention to determine this agreement.
5. In the event of any article being destroyed, damaged or lost while in the charge of the employed the employed shall be held liable for the value of the said article or if it is capable of being repaired for the cost of such repair.
6. The employed agrees to be at all times diligent in the discharge of the duties assigned to him or her, and in the event of any misconduct or neglect of duty to hold himself or herself liable to the forfeiture of the said wages or some part thereof.

- (a) hour day or month;
- (b) daily, weekly, fortnightly or monthly;
- (c) daily or weekly;
- (d) immediate, twenty-four hours, or number of days.

Seventh Schedule

MEDICAL OFFICERS ACT

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MEDICAL OFFICERS RULES

Diet Scale, Richmond Hill Sanatorium

[Rule 127.]

General Diet

BREAKFAST:

7.30 a.m. —	Milk	4	oz.
	Coffee or cocoa	½	oz.
	Sugar	1	oz.
	Bread	4	oz.
	Butter	½	oz.

DINNER

1 p.m. —	Yams, tannias, sweet potatoes or potatoes	1	lb.
	Beef, mutton, pork or fowl	6	oz.
	Bread	4	oz.

TEA:

5 p.m. —	Egg	1	
	Or Cheese	1	oz.
	Or rice and	2	oz.
	Salt fish	3	oz.
8 p.m. —	Milk	½	pint

Milk Diet

7.30 a.m. —	Milk	1	pint
10.30 a.m. —	Arrowroot	2	oz.
	Sugar	1	oz.
	Water	1	pint
1 p.m. —	Milk	1	pint
5 p.m. —	Milk	1	pint

Eighth Schedule

MEDICAL OFFICERS ACT

MEDICAL OFFICERS RULES

Forms

Form A

[Rule 286.]

Person's Name
 Address
 Occupation

FORM OF APPLICATION FOR MOTOR AMBULANCE
 (POLICE DEPARTMENT)

A 1

TO THE CHIEF MEDICAL OFFICER—

I certify that the Motor Ambulance* is was required for the removal of (Name) of

Medical Officers Act – Subsidiary Legislation

..... (Address) to (Institution)
 on (Date) at
 e, etc. a.m. is
 (time) p.m. and that this patient† was (or appears to be)
 suffering from (insert nature of ailment, disease, or accident).
 This patient is* able
 unable to pay the cost of transport.
 This patient is* a pauper.
 Date Signature
 Place Rank
 * Strike out inapplicable words.
 † For Police only who should strike out inapplicable words.
 (To be printed on back of Form A 1) B
 STEWARD, GRENADA GENERAL HOSPITAL.
 Please give particulars and confirm this order for Ambulance.
 Date Chief Medical Officer.
 CHIEF MEDICAL OFFICER—
 Ambulance was ordered as stated. It left the garage at p.m. and returned there at a.m. The
 distance covered was miles.
 The chauffeur's name is
 Steward, Grenada General Hospital.
 Date

Private Medical Practitioners (Government Dispensaries) Regulations

ARRANGEMENT OF REGULATIONS

- 1. Citation.
- 2. Private prescriptions.
- 3. Compounding prescriptions.
- 4. Entitlement to prescription.
- 5. Particulars on prescription.
- 6. No free prescriptions.
- 7. Approved form.
- 8. Drugs to be prescribed.
- 9. Conditions.
- 10. Permits.
- 11. Cancellation of permits.
- 12. Other prescriptions.
- Schedule Forms

PRIVATE MEDICAL PRACTITIONERS (GOVERNMENT DISPENSARIES) REGULATIONS

[Section 16.]

1. Citation

These Regulations may be cited as the Private Medical Practitioners (Government Dispensaries) Regulations.

2. Private prescriptions

Any registered medical practitioner in this State who is not employed by the Government under the Act and who attends workers as defined in the Act, may be permitted to have his or her prescriptions compounded at Government Dispensaries:

Provided that he or she complies strictly with these Regulations.

3. Compounding prescriptions

No prescription issued to a worker by such practitioner shall be compounded at any other Government Dispensary than that of the medical district in which the worker resides.

4. Entitlement to prescription

No prescription shall be issued by such practitioner to any person other than a person defined as a “worker” in section 2 of the Act; nor shall such practitioner issue any prescription under these Regulations unless he or she has satisfied himself or herself that the person to whom he or she issues the prescription is so entitled under the Act.

5. Particulars on prescription

No prescription issued under these Regulations shall be compounded at a Government Dispensary unless the practitioner has written the name and address of the person to whom issued clearly and legibly thereon.

6. No free prescriptions

(1) No free prescriptions shall be issued by private practitioners so far as payment for the cost of the prescription at the Government Dispensary is concerned.

(2) This Regulation does not prevent private practitioners from attending workers without receiving a fee for such attendance.

7. Approved form

No prescription under these Regulations shall be issued to a worker by a private practitioner except on the approved Form serially numbered, and no Government Dispenser shall compound a private practitioner’s prescription unless this is written, as in regulation 4, on the approved Form serially numbered, and unless payment is made for the prescription at the time it is compounded.

8. Drugs to be prescribed

No private practitioner shall order in prescriptions issued by him or her under these Regulations any other than the usual drugs in the forms and preparations provided for workers at Government Dispensaries except in special circumstances whereof he or she shall forthwith notify the Chief Medical Officer:

Provided that if a private practitioner shall, in the opinion of the Chief Medical Officer, unreasonably prescribe such other drugs, he or she shall be deemed not to have complied with these Regulations.

9. Conditions

No private practitioner shall be permitted to have his or her prescriptions under these Regulations compounded at a Government Dispensary unless he or she complies with the following conditions, that is to say—

- (a) that he or she will undertake not to issue prescriptions on the approved Form to any persons other than workers as defined in section 2 of the Act;
- (b) that he or she will keep records—
 - (i) of all diseases for which he or she has issued prescriptions under these Regulations,
 - (ii) of all serial numbers of prescriptions issued on the approved Form by him or her;
- (c) that he or she will render by the seventh day of each month on Forms C and D as set out in the Schedule hereto, to the Chief Medical Officer, returns showing—
 - (i) number of cases of each type of disease prescribed for by him or her under these Regulations during the preceding month,
 - (ii) number of prescriptions, giving inclusive serial numbers, issued by him or her during the preceding month;
- (d) that he or she shall apply for a permit in the Form A as shown in the Schedule hereto;
- (e) that he or she shall pay into the Treasury a fee of fifty cents for each book of approved prescription forms required by him or her, which book of forms shall be obtained from the Chief Medical Officer upon production of the Treasury receipt in respect thereof;
- (f) that he or she shall preserve for a period of at least one year from the date of issue the counterfoils of all prescriptions issued by him or her on the approved form, showing the name and address on each serial number, clearly and legibly written thereon, and shall produce these for inspection whenever called upon to do so by the Chief Medical Officer.

10. Permits

The Chief Medical Officer, upon receipt of an application for a permit under these Regulations, shall issue the necessary permit to the practitioner in the Form B as shown in the Schedule hereto.

11. Cancellation of permits

Any practitioner to whom a permit is issued who does not comply strictly with these Regulations, may have his or her permit cancelled by the Minister.

12. Other prescriptions

(1) Notwithstanding anything in these Regulations contained a private practitioner may have his or her prescriptions for persons other than workers, as defined in section 2 of the Act, compounded at a Government Dispensary where in his or her opinion—

- (a) the patient does not reside within easy reach of a private pharmacy; or

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(b) the drugs required for compounding the prescription are not obtainable at a private pharmacy.

(2) Such prescriptions shall be clearly marked "Government Rate" in the top right hand corner by the private practitioner giving the prescription.

(3) The Government Dispenser shall charge for such prescriptions the actual cost of the drugs plus fifty per cent thereof.

Schedule

Forms

MEDICAL OFFICERS ACT

PRIVATE MEDICAL PRACTITIONERS (GOVERNMENT DISPENSARIES) REGULATIONS

Form A

[Regulation 9.]

I, , being a registered medical practitioner in Grenada, and not being employed in the Government Medical Service, hereby apply for permission to have prescriptions to be issued by me solely to workers compounded at Government Dispensaries under these Regulations controlling such practice.

I hereby declare that if this permission be granted to me, I shall comply strictly with every regulation made controlling such practice, and that I have read these Regulations carefully, and fully accept the obligations laid upon me in accepting permission to issue prescriptions under these Regulations.

Signature

Qualifications

Address

Date

Form B

[Regulation 10.]

Dr. of having satisfied the Chief Medical Officer of his intention to issue prescriptions to be compounded at a Government Dispensary solely for the treatment of workers as defined in the Medical Officers Act, and of his or her compliance with the obligations and conditions laid down in the regulations controlling the compounding of such prescriptions, is hereby granted the necessary permission to issue such prescriptions on the approved form.

..... Chief Medical Officer

Date

Form C

Medical Officers Act – Subsidiary Legislation

[Regulation 9.]

Return of cases of diseases prescribed for by Dr. of
 made under regulation 9 of these Regulations to control the
 compounding of Private Medical Practitioners’ prescriptions at Government Dispensaries for the
 month ending, 20.....

Infectious Diseases

<i>Name of Diseases</i>	<i>No. of cases</i>	<i>Remarks</i>
Cerebro-Spinal-Meningitis		
Cholera		
Diphtheria		
Epidemic Influenza		
Fevers—		
Yellow		
Relapsing		
Typhoid (Enteric)		
Typhus		
Infantile Paralysis		
Influenzal Pneumonia		
Measles, German (Rotheln)		
do. (Morbilli)		
Membranous Croup		
Plague		
Scarlatina or Scarlet Fever		
Smallpox		
Tuberculosis		
Leprosy		

Other Diseases

<i>Name of Diseases</i>	<i>No. of cases</i>	<i>Remarks</i>
Malaria		
Dysentery		
Malignant new growths		
Syphilis		
Gonorrhoea		
Tetanus		
Helminthic infections—		
Ascariasis		
Ankylostomiasis		
Oxyuriasis		
Diarrhoea and Enteritis		

To the Chief Medical Officer, Grenada.

I certify that the above is a true and faithful return of all cases of diseases attended by me under these Regulations.

Signature

Address

Medical Officers Act – Subsidiary Legislation

Date

Form D
[Regulation 9.]

Return of Prescriptions issued to workers for the month ending ,
20....., by Dr.

Address

Prescription books used during the month	Number of workers to whom issued			
	@ 25c		@ 25c	
Counterfoil Numbers	Male	Female	Male	Female
To				
”				
”				
”				
”				
Totals				

To the Chief Medical Officer.

I certify that the above is a true and faithful return of the prescriptions issued by me during the month of , 20.....

Signature

Address

Date
