

Internes II-1

**RULES AND REGULATIONS
FOR THE
RESIDENT MEDICAL STAFF
OF THE
SAINT JOHN GENERAL HOSPITAL**



**SAINT JOHN, N. B.
1937**

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Appointments

Internes are appointed annually, as soon as possible after college year begins. All applications must be addressed to the Superintendent. All applicants must be recommended by the Dean or Secretary of their Faculty. Application forms may be had by addressing the Superintendent.

Contracts

The application form is the contract as between the Hospital and the Interne. Those who accept appointments in the Saint John General Hospital and later cancel them for appointments elsewhere, will be reported to the Hospital Division of the Canadian Medical Association.

Object of Rotating Internship

This is twofold.

(1) To provide efficient interne service for the patients, and

(2) To provide facilities to enable the interne to further round out his training. It is not intended in any way to develop specialists in any department.

Residencies

One or more senior residencies may be available.

(1) The Senior Resident must have had at least twelve months general rotation internship in an approved hospital. He will serve his entire internship of twelve months on surgery, and is responsible to the visiting medical staff, and interne committee, for the professional work of the internes, and to the hospital superintendent for the general conduct and all other matters pertaining to the interne staff.

(2) **Residency in Paediatrics and Obstetrics.** This, at present under consideration, provides twelve months service in the divisions of obstetrics and paediatrics. The resident on this combined service ranks next to the senior resident on surgery, in seniority, and, in the absence of the latter, acts in his place.

**Duties of Senior
Residents, General**

(1) There will always be at least one senior in the hospital — depending upon there being more than one appointment.

(2) With more than one senior resident, one will remain on duty during the afternoon and evening of each day.

(3) The senior resident will be responsible for giving leave of absence, (except as otherwise specified), and will arrange for the work of any division to be carried on when, through illness or other cause, a member of the interne staff is unable to attend to his duties.

(4) He must familiarize himself concerning the condition of all critically ill patients, visiting them when requested, and, as well, when on duty keep close contact with every emergency case.

(5) He will at all times be ready to advise and assist the junior internes.

(6) **Pre-Operative Cases.** He should see that histories have been taken on these, and that the necessary pre-operative examinations have been done.

(6A) **Post-Operative Cases.** He should keep in close touch with these to see that they are comfortable.

(7) He will see that all histories and progress notes are written promptly and as required, and, as already mentioned, will adjust ward duties among the juniors when by reason of illness or other cause they are unable to attend to their duties.

(8) **Cancer Clinic.** He is required to see that all histories, such examinations and reports as required, are ready and available for the consideration of the Cancer Clinic in time for their weekly conference.

(9) **Posting Operations.**

Public Wards. This is the duty of the interne on the respective services, and all operations for next day must be booked with the operating room supervisor not later than 1 p.m. The senior resident will exercise supervision in this respect, making sure that all operations are properly booked.

Private Rooms. These operations are arranged by the surgeon, either through the interne on private service or the supervisor of the floor.

Schedule of Duties for all Internes

Hours of Duty. You are expected to be on your ward, or service, not later than 8.50 a.m., and remain there until lunch hour, unless your duties take you elsewhere. In the afternoons, absence from duty outside of the building requires that: (a) The work of your service, i.e., histories, etc., are up to date, (b) Your absence has been approved by the senior resident. That (c) a substitute has been properly arranged for and (d) that you have signed out in a book available for this purpose at the switchboard, and that the name of your substitute is reported therein.

Meal Hours.

Breakfast will not be served after 8.30 a. m., except where an interne may be detained in the Case, or Operating, Room. In such an instance the dietitian's office will, on request, keep your meal until you are free.

Luncheon: 12.30 to 1 P.M.

Supper: 5.30 to 6 P.M.

Light refreshments are available between 10 and 11 P. M. in the staff dining room.

Duties on Wards, or Services

You are expected to be on your service by ten minutes to nine, when you shall visit your patients in company with the supervisor of your division. Record in your note book anything which you wish to bring to the attention of your chief or his assistant.

Be available on your service to accompany your chief or his assistant, when

they arrive to make their rounds. Take note on their findings, record their instructions, and enter in the main order book such orders as they direct as soon as possible after rounds are finished.

Evening Rounds.

Early evening rounds must be made, and all critically ill patients visited again before you retire.

If required in the operating room, return to your service as soon as possible and attend to your duties there.

Attendance at Operating Room.

Internes acting as assistants in the operating theatres, and the interne on anaesthesia, are required to be in the operating room area not later than ten minutes prior to the time scheduled for operation.

Call Duty.

All internes are required to be very prompt in visiting patients when called to do so, either during the day or night, and to make such records as may be indicated by the situation requiring the visit. This is very important. Substitute taking these calls must remain on duty until his principal returns. In any untoward condition arising with a patient, the senior resident will be called and the attending physician or surgeon promptly advised. Such treatment as may be urgent, and indicated, may be ordered pending the arrival of your chief.

Absence from Ward, or Service.

When leaving your wards always advise the supervisor, or in her absence the senior nurse, where you may be found in case of emergency, or if you have arranged to be out of the hospital, who your substitute is, and where he may be found.

Absence from duty.

Such absence, other than during afternoons or evenings, already mentioned as being arranged with the senior interne, will be granted under exceptional circumstances only, and only by the Superintendent. This applies to week-end, or other leave, not already mentioned.

Illness. If taken ill, notify the senior resident as soon as possible.

Note Books.

You are provided with a note book, with your name on the cover. In this you will enter doctors' orders, observations on patients, and other memoranda of importance. Check over your note book at noon, and again being going off duty.

Ward Orders.

When you receive an order from a doctor, it must be written in the order book, sign his name, and add your own initials. This applies to all orders. If these orders are received by telephone, so state in the order book.

Narcotics

Great care must be exercised in the administration of these. Minimal doses only may be given. If greater doses seem to be

indicated, when in doubt consult the senior resident or the physician on service or in charge of the case. Narcotics may not be ordered unless you have seen the patient within a reasonable time.

The maximum dose of narcotics—for example, Morphine Sulphate—is grains $\frac{1}{4}$ for an adult; for children depending upon the age, grains $\frac{1}{8}$.

Orders for narcotics require a signature, not initials.

Prescribing.

When prescribing, use the hospital stock preparations as far as possible. These are in most instances as satisfactory as many new remedies.

Female Patients--- Examinations of

Female patients are to be examined only when a nurse is present. No vaginal examinations may be made, except under supervision, or order of, the attending physician or surgeon.

Surgical Procedures

Minor surgical operations, diagnostic punctures, and intravenous medication may be carried out only under the order of, and under the direction, or with the permission of, the physician or surgeon. The interne in the Out Patient Department will always advise the surgeon on duty of any accident cases, and will proceed as he may instruct.

Anaesthesia

No interne is permitted to give an anaesthetic until the physician anaesthetist in charge of the department has advised the Superintendent that the interne is fully qualified to give an anaesthetic without

supervision. This applies to all departments of the hospital, including the case room.

**Calling Physicians
and Surgeons**

It is important that all the physicians and surgeons, in attendance at the hospital, be immediately advised by the interne on the particular service, of any retrograde change in a patient's condition, or of any unusual development or accident occurring in connection with the patient. Should such an urgency exist, requiring the interne's attendance upon the patient, he may delegate the supervisor to communicate with the physician or surgeon in charge of the case. Be sure that the message is delivered, and that your chief, or his assistant, is immediately contacted. Always leave a message, and ask the name of the person taking it. Follow up the situation fully, till the physician or surgeon is obtained. In unusual circumstances, have a call sent for the senior resident.

Deaths

Private Patients. The interne is required to notify the physician or surgeon of the death of any of his private patients, when the physician or surgeon is not present at the time. This must be done promptly.

Ward Patients. If there is anything unusual about the case, the physician or surgeon on service must be notified at the time. Otherwise he may be notified on his next visit to the hospital.

Coroner's Cases

Cases of suspected poisoning, or accidents, or suspected attempts at foul play, are considered coroner's cases, and in case of

death of any such the Coroner is to be notified through the senior resident, promptly. No death certificate will be made out in these cases, except on order of the Coroner.

Death Certificates These are available at the Admitting Office, and must be completed promptly.

Post Mortems Every effort should most courteously be made to permit as many of these as possible. Consult your chief. This refers to public ward patients. Post mortems on private patients rest with the attending physician or surgeon. Careful and courteous approach is always indicated, and the reasons for requesting the post mortem made clear. The knowledge so gained may assist in the treatment of others.

Post Mortem Examinations These will all be done by, or under the direction of the Hospital Pathologist. No member of the interne staff is permitted to perform an autopsy without the permission, or direction, of the pathologist. Internes will not perform post mortem examinations on Coroner's cases.

Form R-39 This is used in connection with any accident occurring with a patient, or in any unusual development, such as contagious disease, occurring with any patient after admission. The interne must complete his section of it promptly.

Visiting New Patients During the day the supervisors, or the senior nurse on duty, and at night the night supervisor or one of her assistants, are required to notify the interne on that service of the admission of any new pa-

tients. The interne, or his substitute, will, immediately on receipt of this notification, visit the patient and, in the instance of ward patients, make such examinations as are indicated, and write such orders as appear necessary, or as his chief may direct.

Private Patients On the admission of these the interne must communicate at once with the physician or surgeon in charge of the case, and will carry out such instructions, and treatment, as he may give.

Blood Chemistry Blood to be taken for blood chemistry, such as blood sugars, must be taken not later than 7.30 a.m. Blood Wassermanns will be taken as required by the Pathological Department. Familiarize yourself with these requirements.

General Laboratory Work Internes are required to do all the routine urinalyses, blood counts, haemoglobins, and blood smears on all public ward patients on their service. The Pathologist is available for consultation in any instances. Specimens sent to the laboratory on the 7th floor must be done within a reasonable time. Blood counts and urinalyses on all operative patients after the Laboratory is closed.

Anaesthetic Forms The appropriate part of these, namely, blood pressure, condition of heart, lungs, etc., will be completed by the interne on anaesthesia on all public ward patients. On private patients the interne on anaesthesia will make such examination as may be requested by the physician anaesthetist connected with the case. These forms must

be completed not later than the evening before the operation, in routine cases, and in cases of emergency, as early as possible after operation has been decided upon.

Operative Record The interne on the appropriate surgical service is required to fill in the following:

- (a) Pre-operative diagnosis
- (b) Operation proposed.

Where necessary, this information may be obtained from your chief or his assistant, or the surgeon, in operations on private patients.

**Permits for
Operation**

Ward Patients. These are to be completed by the interne on service. He will ascertain from the surgeon in charge what operation it is proposed to do, and he must carefully explain this to the patient before having the permit completed.

Private Patients. The operation proposed must be explained to the patient by the patient's surgeon. In arranging for completion of operation permits on private patients, therefore, all that will be necessary is to say that you wish to complete the permit for their operation which has been explained to them by their own surgeon.

Operations on Minors. No operation is permitted on anyone under under twenty-one years of age, in the case of a male, and under eighteen years of age in the case of a female without a permit signed by parents or guardian. In these instances it is desirable to have both parents sign, when available—always one. When their

parents are not living, or the patient is under adoption, the guardian must sign the permit.

Histories

These are to be written within twenty-four hours of admission. Urgent cases as early after admission as possible. In the case of small children, the history will be obtained for the most part from the parent or guardian. In the case of accident, from the patient, relative, or whoever may have brought them to the hospital. Histories of staff, or student nurses, may be taken, but no physical examinations made by the interne staff. All histories must be complete and detailed as much as possible.

Physical Examinations—Ward Patients.

These are to be done as soon as possible after admission; in urgent cases, with the least possible delay. Respect and courtesy must be shown all patients at all times, whether in obtaining the history or at the time of physical examination.

Female patients will not be examined unless a nurse is present. Undue exposure of patients is neither necessary nor advisable.

Private Patients.

No physical examinations will be made without the consent of the attending physician or surgeon, except such procedures as blood pressure for record purposes or for anaesthetic forms.

Progress Notes.

Progress notes are required on all seriously ill patients daily, and until improvement

is manifested; on all operative cases, at least one within the first twenty-four hours. On any unusual case, as often as may be indicated; in rare instances perhaps two or three times a day. Progress notes are vastly important, and will be required several times during the average patient's stay.

All histories and progress notes must be signed, not initialled.

Discharge of Patients

This will be decided by the attending physician or surgeon, in all instances, and from him you will obtain your instructions. A written order in the Order Book is necessary.

Other Regulations

Internes will carry out their duty under the direction of the senior resident, and they must be prepared to fill in on services, or on such duty, as may be required apart from the service they are on at the moment.

X-Ray Examinations and Requisitions

Except in an unusual circumstance, when a senior may approve the requisition, no requisition for X-Ray or other examination will be made out without the instruction of the attending physician or surgeon.

Internes' Monthly Reports

Each interne is required to keep a record of his work and to make a written return of such to the Superintendent, through the Senior, not later than the 10th of the following month. A form is provided for the purpose.

Certificates

Upon completion of internship a certificate will be awarded to internes who have successfully met the requirements of the hospital, and have satisfactorily completed

**Monthly
Standardization
Meeting.**

the period of internship specified.

Internes are required to attend this meeting regularly. It is held on the third Wednesday after the first Monday of the month, at 8.30 p.m. The meeting is held in the Lecture Room of the Nurses' Residence. Internes will prepare for this meeting such cases as are selected by the Case Record Committee of the Medical Staff.

**Attendance in
Record Room**

Internes will attend at the Record Room daily to complete the charts of all patients who have been discharged from hospital during the previous twenty-four hours.

**Minimum Number
of Internes in
Hospital**

As already mentioned, internes must be on duty until after lunch. Regulations governing leave of absence have already been dealt with. Four internes must always be in the building, one of whom has had his obstetrical training.

**Miscellaneous
Items**

Internes' Laundry.

This must be collected and bagged by each interne not later than twelve noon on Saturday. All internes' linen must be marked, and this may be arranged by communicating with the housekeeper. Internes' uniforms are the property of the hospital and must be turned in to the housekeeper when the term of service is completed.

Use of Supplies.

Economy in the use of these must be practised.

Hospital Library.

Internes are expected to utilize this as much as possible. Text books or journals must not be removed from the Library,

nor may articles be removed from any text book or journal.

Clinical Instruction.

Throughout the winter various clinics, or talks, will be arranged by the Interne Committee. These, which will be weekly, are to be attended by as many internes as possible.

Guests.

Internes may not have guests for meals, or keep guests over night, except with the permission of the Superintendent.

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The Superintendent will try to meet the interne staff once a month, on a date and at an hour to be arranged by the senior resident.

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The Hospital Administration and the Medical Staff are anxious to forward the interest of the internes as much as possible.

Co-operation with all those with whom you are associated is necessary and advisable, it being productive of the greatest amount of good to all concerned.

The Hospital is to be your home for some months to come. Your happiness and the benefits accruing to yourself depend largely on you. You will get out of your service in the hospital just what you put into it.

Personal problems of the hospital staff are of much interest to the Superintendent as is the performance of the staff's duties.

Feel free to talk over your problems with him, and perhaps a solution can be found for them.

Do not discuss the patients' conditions with anyone outside of the hospital, and have every respect for the confidence placed in you by the Hospital Administration, Visiting Medical Staff, your other associates in the hospital, and the patients.

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Any constructive suggestions which you have will be welcomed.

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Smoking

Smoking is permitted only in the internes' quarters, the record room, and the surgeons' dressing rooms. Elsewhere in the hospital it is prohibited.

Intoxicating Beverages

These are absolutely prohibited any place in the Hospital.

Tennis Court

The tennis court is available for play during the afternoon or evening, never in the morning. Mixed play is permitted. Order of play to be posted on the board at the north end of the tennis court. When finished, the net must be dropped.

Saint John Medical Society

A meeting of the Society is held on the fourth Wednesday after the first Monday of the month, at 8.30 p.m., at the Admiral Beatty Hotel. The Society will be glad to have as many of the interne staff of the hospital as possible attend these meetings.

Insurance Claims, Completing Forms

Internes are required to fill in insurance claims, without fee, of patients who die on the public service, but not until the Business Office has been consulted about the account.

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Always have a reason for anything you do, or order.

