

M. LEVISTON.



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VICTORIAN NURSING COUNCIL

NURSES ACT 1958, VICTORIA

•  
PROCEDURE BOOK

STUDENT NURSE

## INSTRUCTIONS TO NURSES

1. This procedure book will be filled in by the Sister Tutors, Ward or Departmental Sisters, whose full signatures are required in the appropriate column.
2. Each student is responsible for the safe keeping of her book, for taking it to each ward, department or hospital and for obtaining the necessary signatures.
3. Procedure books will be taken to lectures and demonstrations given by the Sister Tutor.
4. Procedure books will be available at any time for inspection by the Matron, Nursing Supervisors or Sister Tutors.

Procedure books must be taken to the practical and oral sections of the first professional and nurses final examinations for presentation to the examiners if required.

***This book should be regarded as a valuable record of instruction and practical nursing experience and, therefore, should be retained on completion of training.***

## Part I. BASIC NURSING PROCEDURES.

NURSING PROCEDURE	CLASSROOM	
	DEMONSTRATED	PRACTISED
Bandaging	✓	L.H. <i>hote</i>
Bandages in common use—	✓	L.H. <i>hote</i>
Spicas of—		
elbow		
groin	✓	L.H. <i>hote</i>
heel	✓	L.H. <i>hote</i>
knee	✓	L.H. <i>hote</i>
thumb	✓	L.H. <i>hote</i>
shoulder	✓	L.H. <i>hote</i>
To maintain dressing on—	✓	L.H. <i>hote</i>
finger	✓	L.H. <i>hote</i>
hand	✓	L.H. <i>hote</i>
forearm	✓	L.H. <i>hote</i>
foot	✓	L.H. <i>hote</i>
leg	✓	L.H. <i>hote</i>
extended knee	✓	L.H. <i>hote</i>
head	✓	L.H. <i>hote</i>
front and back of neck	✓	L.H. <i>hote</i>
one or both ears	✓	L.H. <i>hote</i>
one or both eyes	✓	L.H. <i>hote</i>
amputation stump	✓	L.H. <i>hote</i>
Bandage to immobilize sprained ankle	✓	L.H. <i>hote</i>
Bandage to immobilize fractured jaw	✓	L.H. <i>hote</i>
Uses of triangular bandage	✓	L.H. <i>hote</i>
Cuff and collar sling	✓	L.H. <i>hote</i>
Barrier Nursing	✓	L.H. <i>hote</i>
setting up for	✓	L.H. <i>hote</i>
handwashing technique	✓	L.H. <i>hote</i>
gown technique	✓	L.H. <i>hote</i>
mask technique	✓	L.H. <i>hote</i>

[illegible]



# Part I. BASIC NURSING PROCEDURES.

NURSING PROCEDURE	CLASSROOM	
	DEMONSTRATED	PRACTISED
Baths and Sponging in bathroom	✓	L. Gnote
in bed	✓	L. Gnote
for reduction of pyrexia	✓	L. Gnote
local		
medicated	✓	L. Gnote
Bed Making—	✓	L. Gnote
accident bed	✓	L. Gnote
admission bed	✓	L. Gnote
divided bed	✓	L. Gnote
fracture bed	✓	L. Gnote
occupied bed	✓	L. Gnote
operation bed	✓	L. Gnote
unoccupied bed	✓	L. Gnote
Bedding, care and storage of—	✓	L. Gnote
blankets	✓	L. Gnote
cushions—	✓	L. Gnote
air	✓	
sponge rubber		
linen	✓	L. Gnote
mattresses	✓	L. Gnote
pillows	✓	L. Gnote
waterproof covers and sheeting	✓	L. Gnote
Bedpans—	✓	L. Gnote
giving, removing and sterilizing	✓	L. Gnote
cleaning	✓	L. Gnote
Bladder Washout—	✓	L. Gnote
funnel and tubing method	✓	
syringe method	✓	J. Spencer
	✓	J. Spencer
Bowel Washout	✓	L. Gnote
Catheterization—	✓	
female patient	✓	J. Spencer
male patient, tray for	✓	J. Spencer
indwelling catheter with drainage—	✓	
intermittent	✓	

DEMONSTRATED	PRACTISED	WARDS AND DEPARTMENTS	
		PROFICIENT	
		1st Signature	2nd Signature
V.R.	V.R.	V. Russell	E. Weaning
V.R.	V.R.	V. Russell	E. Weaning
—	—	V. Graves	Blood.
V.R. ✓	V.R.	L. L. L.	E. Weaning
		V. Russell	
		L. L. L.	
V.R.	E. Weaning	L. L. L.	E. Weaning
	V.R.	V. Russell	V. Graves
V.R.	E. Weaning	E. Weaning	E. Weaning
V.R.	V.R.	V. Russell	E. Weaning
V.R.	V.R.	V. Russell	E. Weaning
		V. Russell	E. Weaning
	E. Weaning	E. Weaning	L. L. L.
V.R.	V.R.	V. Russell	Blood.
V.R.	V.R.	V. Russell	E. Weaning
V.R.	V.R.	V. Russell	E. Weaning
V.R. ✓	V.R.	L. L. L.	Blood.
No. 1. G. L. G. L.	No. 1. G. L. G. L.	E. Weaning	E. Weaning
B.L.B.	B.L.B.	B.L.B.	B.L.B.
✓	E. Weaning	E. Weaning	E. Weaning

# Part I. BASIC NURSING PROCEDURES.

NURSING PROCEDURE	CLASSROOM		WARDS AND DEPARTMENTS			
	DEMONSTRATED	PRACTISED	DEMONSTRATED	PRACTISED	PROFICIENT	
					1st Signature	2nd Signature
Indwelling catheter with drainage—(Continued)						
continuous			✓	Ebbammon	Anteciamron	D Hood
condome drainage	✓		✓	✓	J. Russell.	E. Weaning.
Charts—	✓	L. Gnote	✓	✓	J. Russell.	E. Weaning.
recording of bowel actions	✓	L. Gnote	✓	✓	J. Russell.	E. Weaning.
fluid and/or food intake	✓	L. Gnote	✓	✓	J. Russell.	E. Weaning.
fluid output	✓		✓	✓		
Cleaning, general—			✓	✓		
bathroom	✓	L. Gnote	✓	✓	J. Green.	Ebbammon
cupboards			✓	✓		Ebbammon
flower room			✓	✓		
lavatory			✓	✓		
pan room	✓	L. Gnote	✓	✓	J. Russell.	E. Weaning.
sterilizer	✓	L. Gnote	✓	✓	J. Green.	Bllood.
sterilizing room	✓	L. Gnote	✓	✓		Bllood.
ward furniture	✓	L. Gnote	✓	✓		Bllood.
Cold Applications—	✓	L. Gnote	✓	✓		
evaporating lotion	✓	L. Gnote	Blb.			
ice	✓	L. Gnote				
starch poultice	✓	L. Gnote				
Counter Irritants—	✓	L. Gnote				
fomentations, medical	✓	L. Gnote				
liniments						
poultices	✓	L. Gnote	Blb.	Blb.	Bllood.	Anteciamron
radiant heat	✓	L. Gnote	✓	Ebbammon	Anteciamron	Anteciamron
Disinfection of—	✓	L. Gnote	✓	✓	J. Russell.	
blankets	✓	L. Gnote	✓	✓	J. Russell.	
clothing	✓	L. Gnote				
cushions—	✓	L. Gnote				
air	✓	L. Gnote				
sponge rubber						
excreta	✓	L. Gnote	✓	✓	J. Russell.	Ebbammon
feeding utensils	✓	L. Gnote	✓	✓	J. Russell.	Ebbammon
linen	✓	L. Gnote				



NURSING PROCEDURE	CLASSROOM		WARDS AND DEPARTMENTS			
	DEMONSTRATED	PRACTISED	DEMONSTRATED	PRACTISED	PROFICIENT	
					1st Signature	2nd Signature
Disinfection of—(Continued)	✓	L. Grotte	✓	E. Grotte		
mattresses	✓	L. Grotte	✓	E. Grotte		
pillows	✓	L. Grotte				
room and contents	✓	L. Grotte				
secretions	✓	L. Grotte				
waterproof covers and sheeting	✓	L. Grotte	✓	E. Grotte	V. Russell.	E. Weaving
Dressings—	✓	L. Grotte			V. Gervais	E. Grotte
simple	✓	L. Grotte				
surgical fomentation	✓	L. Grotte				
disposal of soiled dressings	✓	L. Grotte				
Enemata, preparation and administration of—	✓	L. Grotte	✓	E. Grotte	E. Grotte	E. Grotte
glycerine enema	✓	L. Grotte	✓	E. Grotte	V. Russell.	E. Grotte
glycerine suppositories (Gmelin.)	✓	L. Grotte				
magnesium sulphate enema	✓	L. Grotte				
milk and treacle enema	✓	L. Grotte				
olive oil enema	✓	L. Grotte				
soap and water enema	✓	L. Grotte	✓	E. Grotte	V. Russell.	E. Weaving
sodium bicarbonate enema						
<del>tannic acid enema</del> (Gmelin.)						
Eyes—	✓	L. Grotte	✓	E. Grotte	V. Russell.	E. Grotte
simple toilet	✓	L. Grotte				
Fainting—	✓	L. Grotte				
treatment of	✓	L. Grotte				
Fits—	✓	L. Grotte				
treatment of	✓	L. Grotte				
Food Service—	✓	L. Grotte				
preparation and serving of drinks	✓	L. Grotte				
preparation and serving of meals	✓	L. Grotte				
feeding of helpless patients	✓	L. Grotte				
special diets, attention to	✓	L. Grotte				
Hair—	✓	L. Grotte				
general care of	✓	L. Grotte				
washing—	✓	L. Grotte				
in bathroom	✓	L. Grotte				
in bed	✓	L. Grotte				
Hot Water Bags—	✓	L. Grotte				
testing	✓	L. Grotte				

## Part I. BASIC NURSING PROCEDURES.

NURSING PROCEDURE	CLASSROOM		WARDS AND DEPARTMENTS			
	DEMONSTRATED	PRACTISED	DEMONSTRATED	PRACTISED	PROFICIENT	
					1st Signature	2nd Signature
Hot Water Bags—(Continued)	✓	L. Grotz	✓	E. Grotz		
method of filling	✓	L. Grotz	✓			
precautions in use of	✓	L. Grotz	✓			
Inhalations—	✓	L. Grotz	✓			
medicated steam	✓	L. Grotz	✓			
Lotions—	✓	L. Grotz	✓			
dilution of	✓	L. Grotz	✓			
storage of poisonous lotions	✓	L. Grotz	✓			
Medicines—	✓	L. Grotz	✓			
administration of simple medicines	✓	L. Grotz	✓			
Mouth—	✓	L. Grotz	✓			
routine care of	✓	L. Grotz	✓			
special care of, in sick or helpless patients	✓	L. Grotz	✓			
Nose—	✓	L. Grotz	✓			
simple toilet	✓	L. Grotz	✓			
Oxygen—	✓	L. Grotz	✓			
intranasal method	✓	L. Grotz	✓			
care of equipment	✓	L. Grotz	✓			
Patient Care—	✓	L. Grotz	✓			
admission of—	✓	L. Grotz	✓			
including care of effects	✓	L. Grotz	✓			
including care of valuables	✓	L. Grotz	✓			
discharge of	✓	L. Grotz	✓			
transfer of, to another ward	✓	L. Grotz	✓			
transfer of, to another hospital	✓	L. Grotz	✓			
escort to and from operating theatre	✓	L. Grotz	✓			
care during recovery from general anaesthetic	✓	L. Grotz	✓			
general comfort including lifting and maintenance of correct position	✓	L. Grotz	✓			
prevention of deformity	✓	L. Grotz	✓			
sitting out of bed	✓	L. Grotz	✓			
exercising of	✓	L. Grotz	✓			
weighing of	✓	L. Grotz	✓			
Pediculosis—	✓	L. Grotz	✓			
treatment of	✓	L. Grotz	✓			
Positions—	✓	L. Grotz	✓			
dorsal	✓	L. Grotz	✓			



# Part 1. BASIC NURSING PROCEDURES.

NURSING PROCEDURE	CLASSROOM		WARDS AND DEPARTMENTS			
	DEMONSTRATED	PRACTISED	DEMONSTRATED	PRACTISED	PROFICIENT	
					1st Signature	2nd Signature
Positions—(Continued)	✓	L. Gnote	Bbb.	Bbb.	Bbb.	E. K. Cameron
Fowlers, modified	✓	L. Gnote	Bbb.	Bbb.	Bbb.	D. Hood
lateral	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
prone	✓	L. Gnote	Bbb.	Bbb.	Bbb.	D. Hood
recumbent	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
semi-recumbent	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
Sims	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
Pressure Areas—	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
care of	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
Rectal Infusion—	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
administration of	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
Rectal Tube—	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
passage of	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
Rigors—	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
treatment of	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
Sterilization, including cleaning and storage—	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
glass utensils	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
gum elastic goods	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
instruments—	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
blunt	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
sharp	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
nail brushes	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
nylon equipment	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
polythene equipment	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
rubber goods—	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
bags	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
colostomy	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
ileostomy	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
catheters	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
gloves	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
Higginson's syringe	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
tubing	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
urinals and bedpans	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
stainless steel and enamel ware	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
syringes—	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.
glass	✓	L. Gnote	✓	✓	D. Hood	L. H. L. L.



Part I. BASIC NURSING PROCEDURES.

NURSING PROCEDURE	CLASSROOM		WARDS AND DEPARTMENTS			
	DEMONSTRATED	PRACTISED	DEMONSTRATED	PRACTISED	PROFICIENT	
					1st Signature	2nd Signature
Syringes—(Continued)	✓	L. Gnote	bb.	bb.	bb.	D. Hood
glass and metal						
metal						
plastic						
Sputum Mugs—	✓	L. Gnote	✓	✓	V. Russell	E. Weaning
preparation of						
disinfection and cleaning	✓	L. Gnote			Chacka	Hubbs
Temperature, Pulse, Respiration—	✓	L. Gnote	✓	✓	V. Russell	E. Weaning
method of taking and recording						
Specimens—	✓	L. Gnote			Chacka	
collection of						
faeces	✓	L. Gnote	✓	✓	J. Green	E. Ebbanum
sputum	✓	L. Gnote	✓	✓	J. Green	E. Ebbanum
urine—	✓	L. Gnote	✓	E. Weaning	J. Green	E. Ebbanum
for routine testing	✓	J. Spencer	✓	✓	J. Green	E. Ebbanum
catheter specimen	✓	L. Gnote	✓	E. Ebbanum	Chacka	Hubbs
24 hour specimen	✓	L. Gnote				
vomitus	✓	L. Gnote				
Throat—						
gargles						
Urine Testing—	✓	L. Gnote	✓	✓		E. Ebbanum
specific gravity						
reaction	✓	L. Gnote	✓	✓	J. Green	E. Ebbanum
albumen	✓	L. Gnote	✓	✓		E. Ebbanum
chlorides	✓	L. Gnote	✓	✓		E. Ebbanum
sugar	✓	L. Gnote	✓	✓	J. Russell	E. Weaning
acetone	✓	L. Gnote	✓	✓	V. Russell	E. Weaning
diacetic acid	✓	L. Gnote	✓	✓		E. Ebbanum
bile salts and pigments	✓	L. Gnote	✓	✓	J. Green	E. Ebbanum
blood	✓	L. Gnote	✓	✓		E. Ebbanum
Vaginal Douching—	✓	J. Spencer				

Part II. (a) TECHNICAL NURSING PROCEDURES.

NURSING PROCEDURE	CLASSROOM		WARDS AND DEPARTMENTS			
	DEMONSTRATED	PRACTISED	DEMONSTRATED	PRACTISED	PROFICIENT	
					1st Signature	2nd Signature
Anaesthesia— Preparation of patient for—basal						
general	✓	L. Grot	bb.	E Weanier	bbroad.	Ebleamson
local				bb.	bbroad.	bbroad.
spinal						
Care of patient during recovery	✓	L. Grot	bb.	bb.	bbroad.	Ebleamson
Artificial Feeding— gastrostomy	✓	M. Nichol				
tubal, continuous	✓	L. Grot	✓	✓	J. V. Russell	Ebleamson
" intermittent	✓	J. Spencer	✓	E Weanier	"	Ebleamson
Aspiration— gastric, intermittent	✓	J. Spencer	✓	✓	bbroad.	Ebleamson
" continuous	✓	M. Nichol				
intestinal, intermittent	✓	M. Nichol				
" continuous	✓	M. Nichol				
Bandages, adhesive, application of			bb.	bb.	bbroad.	D. Hood
Basal Metabolic Rate estimation	✓	L. Grot				
preparation of patient for	✓	L. Grot	✓	✓	V. Russell	E Weanier
Bed and Pressure Sores, care of	✓	L. Grot				
Bladder washout— continuous	✓					
intermittent	✓	J. Spencer				
tidal drainage						
Blood Pressure, taking of—	✓	L. Grot	✓	E Weanier	Ebleamson	Ebleamson
Charts, keeping of— diabetic	✓	L. Grot			V. Russell.	E Weanier
head injury	✓	M. Nichol	bb.	bb.	bbroad.	bbroad.
fluid balance	✓	L. Grot			V. Russell.	E Weanier
special						
sputum						
temperature, pulse and respiration	✓	L. Grot	✓	✓	V. Russell.	E Weanier



**Part II. (a) TECHNICAL NURSING PROCEDURES.**

NURSING PROCEDURE	CLASSROOM	
	DEMONSTRATED	PRACTISED
Charts, Keeping of—(Continued)	✓	L. Gote
blood pressure		
weight		
Colostomy—	✓	m. Nichill
dressing	✓	m. Nichill
washout	✓	m. Nichill
Drainage—		
open		
closed	✓	m. Nichill
Dressings—		
Preparation for and technique of routine dressings	✓	L. Gote
(a) individual nurse		
(b) dressing team		
drainage tubes, care of	✓	m. Nichill
wounds and cavities, irrigation of		
packing of		
preparation of, for sterilization		
sutures and clips, removal of	✓	m. Nichill
pus, collection for culture	✓	L. Gote
Dangerous Drugs and Mixtures—		
administration of	✓	L. Gote
recording of	✓	L. Gote
care and storage of	✓	L. Gote
Fractional Test Meal	✓	L. Gote
Fractures—		
extension, preparation for	✓	m. Nichill
„ preparation of patient for	✓	m. Nichill
„ maintenance of	✓	m. Nichill
Rota bed	✓	
Bradford frame		

WARDS AND DEPARTMENTS			
DEMONSTRATED	PRACTISED	PROFICIENT	
		1st Signature	2nd Signature
✓	E Weaving	J Green. V. Green's <i>Gnacka</i>	<i>Biload.</i> Williamson Lubbock.
✓ <i>Bilob.</i>	<i>Bilob.</i> E Weaving	! <i>Biload.</i> J Green. Lubbock Lubbock Lubbock	<i>Biload.</i>
✓	✓	✓	
✓	✓	✓	
<i>Bilob.</i>	<i>Bilob.</i>	<i>Biload.</i>	D Hood
✓ <i>Bilob.</i>	✓ <i>Bilob.</i>	! <i>Biload.</i> J Green.	D Hood <i>Biload.</i>
✓	✓	! Green.	<i>Biload.</i>
<i>Bilob.</i>	<i>Bilob.</i>	<i>Biload.</i>	Lubbock
<i>Bilob.</i>	<i>Bilob.</i>	<i>Biload.</i>	Lubbock
<i>Bilob.</i>	<i>Bilob.</i>	<i>Biload.</i>	Lubbock
✓	✓	K. J. Blokesy Lubbock	Lubbock

Part II. (a) TECHNICAL NURSING PROCEDURES.

NURSING PROCEDURE	CLASSROOM	
	DEMONSTRATED	PRACTISED
Plaster and Splints— preparation for application of	✓	M. Nicholl
preparation of patient for	✓	M. Nicholl
assisting with application of	✓	M. Nicholl
care of patient in	✓	M. Nicholl
removal of	✓	M. Nicholl
Splints, cleaning and storage		
Infants— bathing of	✓	
care of	✓	
feeding of	✓	
preparation of food	✓	
weighing of	✓	
Injections— preparing for and method of giving (a) hypodermic	✓	L. G. G. G.
(b) intra muscular	✓	L. G. G. G.
cleaning and sterilizing apparatus		
intravenous, preparation of tray for	✓	L. G. G. G.
Insulin, giving of	✓	L. G. G. G.
Last Offices	✓	L. G. G. G.
Lumbar Puncture— preparation of tray for	✓	M. Nicholl
„ „ patient for	✓	M. Nicholl
with intra-theal injection		
Oxygen, administration of— intra-nasal	✓	L. G. G. G.
B.L.B. mask—nasal	✓	L. G. G. G.
oral		
tent	✓	
care of equipment	✓	L. G. G. G.
Perineal Toilet	✓	L. G. G. G.

WARDS AND DEPARTMENTS			
DEMONSTRATED	PRACTISED	PROFICIENT	
		1st Signature	2nd Signature
B.L.B.	B.L.B.	B.L.B.	D. Hood
B.L.B.	B.L.B.	B.L.B.	D. Hood
B.L.B.	B.L.B.	B.L.B.	D. Hood
B.L.B.	B.L.B.	B.L.B.	D. Hood
✓	✓	D. Hood	
✓	✓	D. Hood	K. H. L. S.
		J. G. G. G.	
		J. G. G. G.	
		J. G. G. G.	
		J. G. G. G.	
		J. G. G. G.	
✓ B.L.B.	✓ B.L.B.	J. G. G. G.	E. K. L. S.
		J. G. G. G.	J. G. G. G.
B.L.B.	B.L.B.	B.L.B.	K. H. L. S.
B.L.B.	B.L.B.	B.L.B.	K. H. L. S.
✓	✓	E. K. L. S.	
		J. G. G. G.	E. K. L. S.
✓	✓	K. H. L. S.	
		K. H. L. S.	
✓	✓	J. G. G. G.	B.L.B.
		D. Hood	
		E. K. L. S.	
B.L.B.	B.L.B.	B.L.B.	D. Hood
✓	✓	E. K. L. S.	



**Part II. (a) TECHNICAL NURSING PROCEDURES.**

	CLASSROOM	
NURSING PROCEDURE	DEMONSTRATED	PRACTISED
Radium— preparation of patient for care of patient with radium removal of and method of handling cleaning and sterilization of		
Renal Function Tests		
Respirator, care of care of patient		
Records, ward, keeping of		
Reports— writing  giving  receiving		
Sera and Vaccines— preparation of tray	✓	L. Grotz
„ „ patient	✓	L. Grotz
administration	✓	L. Grotz
Trays and Trolleys (with preparation of patient and subsequent management)—  blood, collection of, from donor  blood, collection of, for laboratory examination		
transfusion, blood—direct	✓	L. Grotz
„ „ indirect	✓	M. Nicholl
„ blood serum	✓	M. Nicholl
intravenous infusion	✓	M. Nicholl
micro-drip infusion		
venesection		
biopsy, bone marrow	✓	L. Grotz
„ liver	✓	M. Nicholl
„ superficial tissue		
haemorrhoids, injection of	✓	M. Nicholl

[illegible]

Part II. (a) TECHNICAL NURSING PROCEDURES.

NURSING PROCEDURE	CLASSROOM		WARDS AND DEPARTMENTS			
	DEMONSTRATED	PRACTISED	DEMONSTRATED	PRACTISED	PROFICIENT	
					1st Signature	2nd Signature
Trays and Trolleys—(Continued)	✓	L. Grot				
paracentesis, abdominal	✓	M. Nichol				
„ thoracic	✓					
pneumothorax, artificial			✓	✓	D. Hood	
bronchoscopy				✓	D. Hood	
cystoscopy			✓	✓	D. Hood	L. Kinamson
rectal examination			bb.	bb.	bb.	
rectal swab						
sigmoidoscopy			✓	✓	D. Hood	
stomach washout			bb.	bb.	bb.	
sounds and bougies			✓	✓	D. Hood	
sutures, insertion of			bb.	bb.	bb.	D. Hood
varicose veins, injection of	✓	M. Nichol				
Unna's Paste Stocking						
X-ray, preparation of patient for		M. Nichol				
cholecystography						
pyelography						
barium meal		M. Nichol	✓	✓	L. Kinamson	
barium enema (clysma)		M. Nichol	✓	✓	L. Kinamson	



## (b) SPECIAL DEPARTMENTS

NURSING PROCEDURE	CLASSROOM	
	DEMONSTRATED	PRACTISED
<b>OPERATING THEATRE</b>		
General Preparation of Theatre and Cleaning after Operation		
Anaesthetic tray— general		
intravenous		
local		
rectal		
spinal		
Cleaning and sterilization of— instruments		
gloves		
stainless steel		
Gown, Glove and Mask Technique—		
Preparation for major operation		
minor operation		
Positioning patient in dorsal		
"       "       " lateral		
"       "       " lithotomy		
"       "       " prone		
"       "       " Trendelenberg		
Nurse's Duties— instrument nurse		
sponge       "		
scout       "		
Sterilization of— linen		
lotions		
oils		
ointments		
powders		
Sutures and clips, preparation and care of		

WARDS AND DEPARTMENTS			
DEMONSTRATED	PRACTISED	PROFICIENT	
		1st Signature	2nd Signature
<i>Blb.</i>	<i>Blb.</i>	<i>Blbroad.</i>	<i>D Hood</i>
<i>Df</i>	<i>Df</i>	<i>D Hood</i>	
✓	✓	<i>D Hood</i>	
<i>Blb.</i>	<i>Blb.</i>	<i>Blbroad.</i>	<i>D Hood</i>
✓	✓	<i>D Hood</i>	
<i>Blb.</i>	<i>Blb.</i>	<i>Blbroad.</i>	<i>D Hood</i>
<i>Blb.</i>	<i>Blb.</i>	<i>Blbroad.</i>	<i>D Hood</i>
<i>Blb.</i>	<i>Blb.</i>	<i>Blbroad.</i>	<i>D Hood</i>
<i>Blb.</i>	<i>Blb.</i>	<i>Blbroad.</i>	<i>D Hood</i>
✓	✓	<i>D Hood</i>	
<i>Blb.</i>	<i>Blb.</i>	<i>Blbroad.</i>	<i>D Hood</i>
✓	✓	<i>D Hood</i>	
✓	✓	<i>D Hood</i>	
✓	✓	<i>D Hood</i>	
✓	✓	<i>D Hood</i>	
<i>Blb.</i>	<i>Blb.</i>	<i>Blbroad.</i>	<i>D Hood</i>
✓	✓	<i>D Hood</i>	
<i>Blb.</i>	<i>Blb.</i>	<i>Blbroad.</i>	<i>D Hood</i>
<i>Df</i>			
<i>Df</i>			
<i>Df</i>			
<i>Df</i>			
<i>Df</i>			
<i>Blb.</i>	<i>Blb.</i>	<i>Blbroad.</i>	<i>D Hood</i>

**(b) SPECIAL DEPARTMENTS**

NURSING PROCEDURE	CLASSROOM	
	DEMONSTRATED	PRACTISED
<b>EYE, EAR, NOSE AND THROAT</b>		
<b>Eyes—</b>		
application of heat	✓	h. hote
application of ointment	✓	h. hote
instillation of drops	✓	h. hote
irrigation of		
preparation for operation		
<b>Ears—</b>		
simple toilet		
preparation of tray for examination of		
preparation of patient for examination of		
instillation of drops		
syringing		
<b>preparation for operation</b>		
myringotomy		
<b>Nose—</b>		
preparation of tray for examination of		
preparation of patient for examination of		
instillation of drops	✓	h. hote
<b>preparation of patient for operation</b>		
preparation of tray for antrum washout— diagnostic (proof puncture)		
therapeutic		
post operative		
tray for packing of bleeding nose		
swabs, taking of		
<b>Throat—</b>		
preparation of tray for examination of		
preparation of patient for examination of		
preparation of patient for operation		
paints		
sprays and irrigations		

WARDS AND DEPARTMENTS			
DEMONSTRATED	PRACTISED	PROFICIENT	
		1st Signature	2nd Signature
<p>W.C.B.</p> <p>✓</p> <p>W.C.B.</p>	<p>W. Williams</p> <p>&amp; Jeanie</p> <p>W.C.B.</p> <p>E. Cameron</p>	<p>V. Jervis</p> <p>W.C.B.</p> <p>V. Jervis</p>	<p>W.C.B.</p> <p>W. Williams</p> <p>W. Williams</p>
<p>W.C.B.</p> <p>✓</p> <p>W.C.B.</p>	<p>✓</p> <p>W.C.B.</p>	<p>V. Jervis</p> <p>D. Hood</p> <p>W.C.B.</p>	<p>W.C.B.</p>
<p>✓</p>	<p>✓</p>	<p>V. Jervis</p> <p>D. Hood</p>	<p>E. Cameron</p>
<p>W.C.B.</p>	<p>W.C.B.</p>	<p>W.C.B.</p> <p>W.C.B.</p>	<p>W.C.B.</p>
<p>W.C.B.</p>	<p>W.C.B.</p>	<p>W.C.B.</p> <p>W.C.B.</p>	<p>W.C.B.</p>



**(b) SPECIAL DEPARTMENTS**

NURSING PROCEDURE	CLASSROOM	
	DEMONSTRATED	PRACTISED
<b>Throat—(Continued)</b> swabs, taking of		
preparation of tray for laryngeal intubation		
steam tent	/	
<b>Tracheostomy—</b> preparation of tray (a) for procedure	/	h. note m. note
(b) for bedside care	/	m. note
preparation of patient for	/	m. note
nursing of patient	/	m. note
<b>GYNAECOLOGICAL</b>		
Preparation of tray for examination— (a) manual		
(b) instrumental		
(c) collection of vaginal and cervical smears and cultures		
(d) insertion of pessary		
preparation of patient for examination		
preparation of patient for operation		
perineal toilet, post operative	/	h. note

WARDS AND DEPARTMENTS			
DEMONSTRATED	PRACTISED	PROFICIENT	
		1st Signature	2nd Signature
✓	✓	D. Jevie's	
		19 Nov	
		D. Jevie's	
		Intecianron	
		Intecianron	
bcb.	bcb.	bcb.	
bcb.	bcb.	bcb.	
bcb.	bcb.	bcb.	

