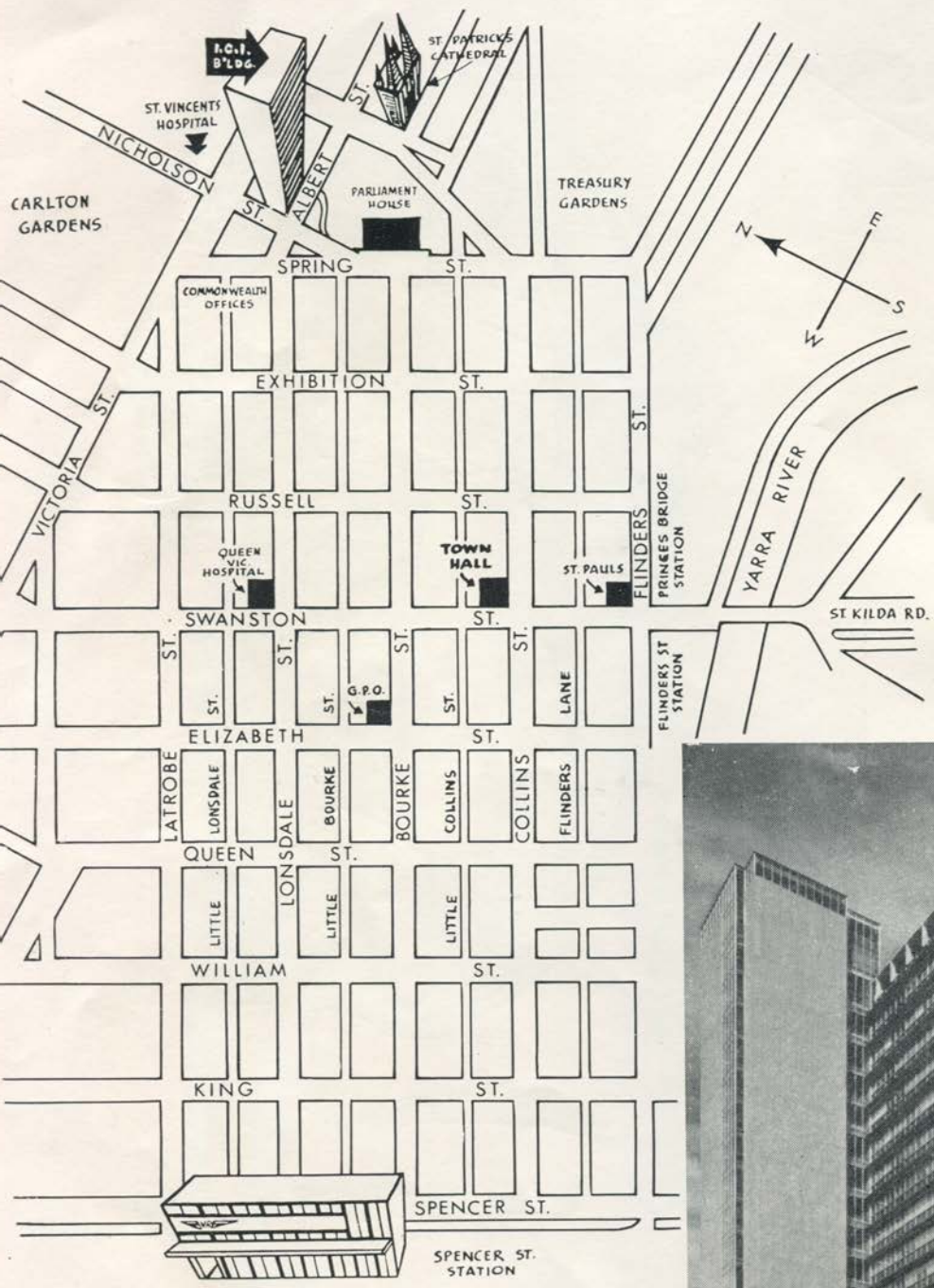
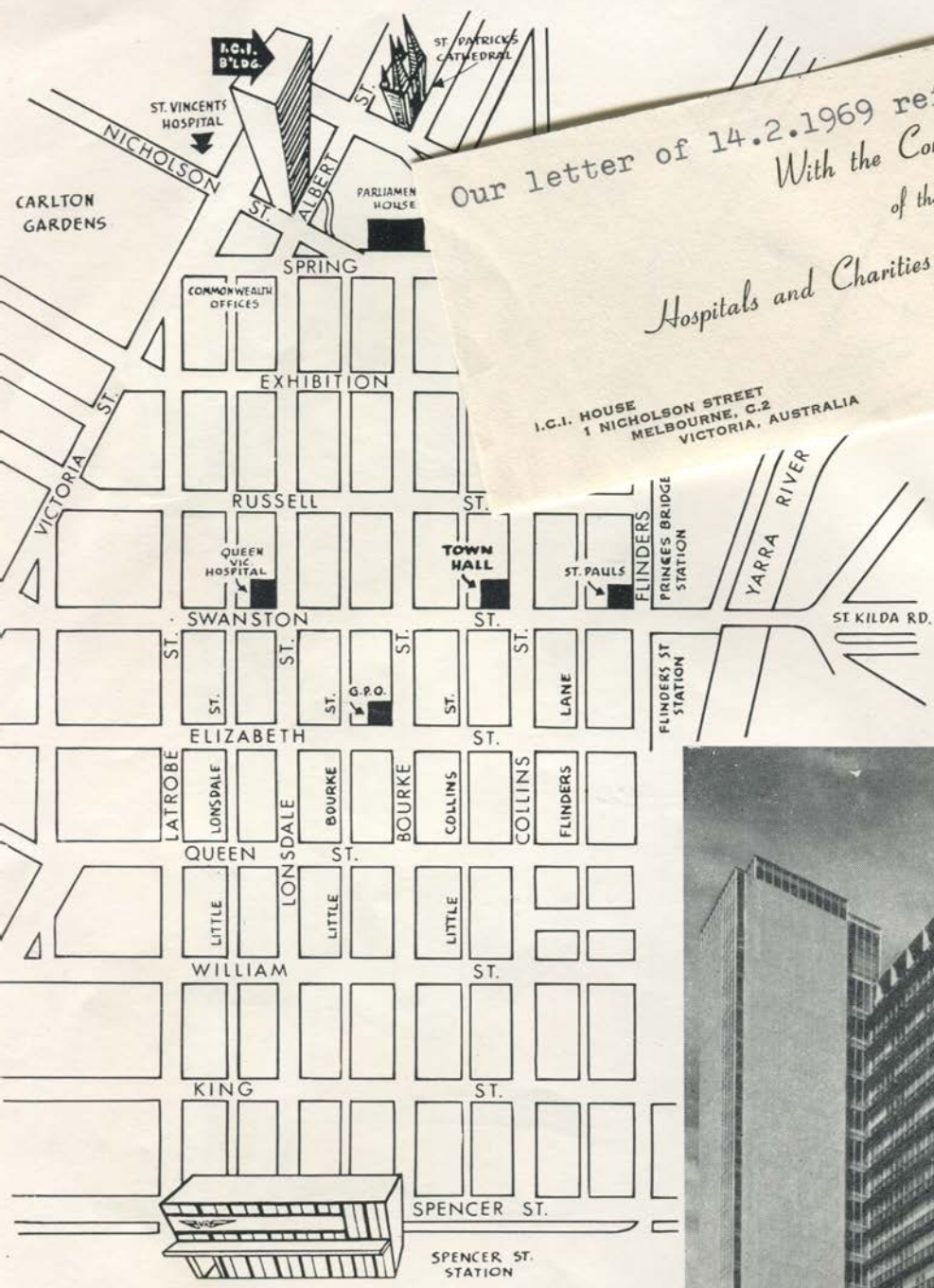




**nursing**







# Foreword

This brochure tells you all about nursing. It presents the story, not only to young women who are interested in nursing as a career, but to parents, answering their many questions and helping them to advise their daughters.

Nursing offers young women a unique opportunity to equip themselves for life. Through lectures, study and demonstrations they gain an intimate knowledge of human beings, in health and disease and after accident. Through practice in hospital wards, they apply this knowledge to help others.

Nurses trained in Victorian hospitals are, therefore, well equipped for their profession, by any standards. Many use their training as a means to travel overseas, where they are readily accepted, in fact sought after, as highly trained nurses.

Most nurses marry, but even so, their training is still valuable to them in managing a home and raising a family. They know how to handle children wisely, to manage patients in illness or accident and, above all, to deal with an emergency. This experience and training enables them to cope with the day-to-day crises of domestic life.

But nursing asks much more than a straightforward study of text books and test tubes, leading to a pass mark at examinations; it asks much more than a punctual arrival and departure from the job; it asks much more than an interest in the job. Nursing demands sympathy, and a sympathetic nurse, in the ultimate, is one who feels for the patient, who is conscious of her fears, her hopes, and her interests.

An X-ray picture may tell the story and a laboratory test confirm it, but life itself often depends upon the care of a sympathetic nurse.

Our hospitals are sometimes short of nurses, but do not be misled into believing that any shortage is caused by reluctance of young women to enter the nursing profession. More are entering the profession to-day than ever before, and hospitals in Victoria have a higher proportion of nurses to patients than ever in the past. When we are short, it is because more nurses are needed to meet the ever-increasing demand of modern Medicine.

We hope that you will be interested in our presentation; if you are eligible, will you take another step and enrol yourself to commence training now or in the future as a student nurse?

JOHN LINDELL,

*Chairman.*

Hospitals and Charities Commission,  
I.C.I. Building,  
1 Nicholson-street,  
Melbourne,  
VICTORIA.

3318/64.



Journal



*The Daily Round*

# Contents

	Page
Inside cover . . . Location plan, I.C.I. building	
Foreword .. .. .	1
Contents .. .. .	3
The Career of Nursing .. .. .	4
Bursaries .. .. .	6
Education and Age .. .. .	8
Some Questions Answered .. .. .	9
Conditions while Training .. .. .	11
Temporary Posts .. .. .	13
Books to Read .. .. .	13
After Completing Training .. .. .	14
Travelling Abroad .. .. .	16
<b>GENERAL TRAINING SCHOOLS—</b>	
Metropolitan and Country Hospitals.. .. .	17 to 26
Northern District School of Nursing .. .. .	26 to 29
Private and Intermediate Hospitals .. .. .	29 to 30
A Special Year for Staff Nurses .. .. .	31
Theatre Courses .. .. .	33
Counselling and Employment .. .. .	34
<b>POST BASIC COURSES—</b>	<b>35</b>
Midwifery—	
Public Hospitals .. .. .	36 to 37
Private Hospitals .. .. .	38
Refresher courses (Midwifery and General) .. .. .	38
Infant Welfare .. .. .	39
Eye, Ear, Nose and Throat .. .. .	39
Gynaecological .. .. .	40
Communicable Diseases .. .. .	40
Orthopaedic .. .. .	41
Paediatric .. .. .	41
Radiotherapeutic .. .. .	42
Tuberculosis .. .. .	42
Relieving Nursing Service .. .. .	43
District Nursing .. .. .	43
<b>POST GRADUATE—</b>	
Florence Nightingale Scholarships .. .. .	44
College of Nursing, Australia .. .. .	45
International Council of Nurses .. .. .	45
Royal Victorian College of Nursing .. .. .	45
Royal Australian Nursing Federation .. .. .	45
National Nursing Education Division .. .. .	45
Nurses' Memorial Centre .. .. .	46
Nursing Aide Training .. .. .	47
Mothercraft Training .. .. .	50
Mental Health Authority .. .. .	51
Armed Services Nursing .. .. .	53
<b>REGISTRATION—</b>	
Victorian Nursing Council .. .. .	53
Salaries and Conditions .. .. .	54
Superannuation .. .. .	55
Nursing Aide Training Schools (Map of Victoria) .. .. .	56
General Nursing Training Schools (Map of Victoria) .. .. .	57

Compiled by the Nursing Division, Hospitals and Charities Commission



# The Career of Nursing

This is an introduction to detailed information on nursing.

Whether you consider it as a vocation, profession or career, nursing offers rich rewards.

Illness knows nothing of age, sex, colour, creed or wealth and in nursing you can bring care, trained skills and sympathy to all levels of society.

Conditions in Victoria to-day compare favourably with those in nursing elsewhere. There is a 40-hour week, also superannuation, sick leave and paid holiday time. Your position is secure and post-graduate opportunities many and varied.

Today nursing can still be described as an art, vocation and profession. Apart from academic needs there are special qualities required which help to contribute to patient recovery and care.

These are :

1. A liking for people. This quality must be linked with patience, sympathy and a desire to serve the sick and stimulate those on the road to recovery.
2. Judgment, poise, common sense and reliability. Many of these qualities are developed through your training programme.
3. Good health. You are medically examined before entering a training school. Special care is taken to protect you against communicable diseases.

Nurse training in child-care, nutrition, psychology and preventive medicine make it a sound preparation for marriage. Everything you learn stands you in good stead through life and, although the marriage rate is high, many nurses find it possible to continue in employment after marriage.

With a general nursing certificate in your hand, sister's veil on your head, and the initials S.R.N. (State Registered Nurse) after your name, you will find a vast and exciting world of opportunity opening before you.

If you are registered by the Victorian Nursing Council, you may apply for registration with the Nursing Council or Nurses' Board of many countries overseas. See under R.A.N.F.

Perhaps you would like to get the "feel" of being a nurse before you enter a school. Home situations may have given you this ; if not, why not test your interest by entering a Red Cross Home Nursing Class or doing First Aid (St. John's Ambulance).

The Nursing Division of the Hospitals and Charities Commission will probably advise you to work in some different field before you start your training even if only for a few months. In this way you will learn that other people get tired, other people in charge are sometimes difficult to get on with and that you are corrected when you make mistakes in other jobs, too. If you have to pay for your board, light, heating and telephone you will realize how much these cost and maybe you will be careful of them when you are a nurse.

A nursing education is different from anything you have ever known because the things you study have such a direct relation to the care of people. Early in your nursing programme you will put into practice what you have learned and will see your skills benefiting patients. It is the experience of many girls who, up to now, have found study dull, that nursing classwork relates so directly to patient care that it becomes alive.





Many nurses look back on their training school days as the happiest of their lives. They make life-long friends and naturally a large number of girls of much the same age cannot live and work under the same roof without having gay times. Schools often have their own tennis court, swimming pool, rumpus room and small sitting-rooms for visitors.

Nursing training schools vary. There are large ones and small ones but all must meet the requirements of a State nursing authority ; in Victoria this is the Victorian Nursing Council.

The work is serious. You are seeing more suffering than you would ever have believed existed and you are growing up fast ! You will learn to express in tangible ways your increasing understanding of your patients and their physical and emotional needs. Your nursing education brings to reality the desires you have to be of genuine service and to help people back to health. If you have chosen a good school of nursing, your teachers will be available to answer your questions and to help you. Treatments and techniques which were complicated at first become second nature to you. You learn to work as a member of the health team with doctors, dietitians, social workers, physiotherapists, other nurses, other students, nursing aides

and technical workers of all kinds, but you will not be left alone to handle a critical situation. During your student days, you must give evidence constantly that you are capable of learning and applying the fundamental principles of nursing and that you have the personality to be a nurse. After that, the days move swiftly and before you know it you are graduating and ready to take your State Final Examination, which, successfully passed, makes you eligible for registration as a nurse.

For information about the length of courses and entrance requirements see the Principal of the School of Nursing or the Matron of the hospital you choose. Some details of various training schools are given later in this book.

Read the description of the school carefully.



Write to the Matron of the training school you have chosen. Tell Matron about yourself and your interest in nursing. She will send you a folder of information and probably an application form. For a sample letter see page 12.

If you are not prepared to give more than you take from life, then nursing is not for you. If, on the other hand, you are one of those who seek happiness which is the reward of serving in the great cause of healing and can appreciate the companionship of others of similar tastes, then nursing is the career for you to choose.

To you, and such as you, nursing provides an honourable and honoured profession and an opportunity to work under ideal conditions.

After you have come closer to sick people in the relationship of nurse to patient, you will say with certainty and enthusiasm—"This is it!—Nursing has a future for me!"

We hope you will want to be a nurse more than ever after reading this pamphlet. Why not talk it over with an experienced professional nurse? Members of the Nursing Division of the Hospitals and Charities Commission will be pleased to help you. The address is 7th Floor, I.C.I. House, 1 Nicholson-street, Melbourne. Telephone: 32-4511. Here you will find nurses with many years of experience not only in hospitals, but in advising and helping people who want to know about nursing. They will be happy to answer any questions you may well have.

## *Bursaries*

The Hospitals and Charities Commission awards nursing bursaries each year to school-girls who are interested in training as nurses. The purpose of the bursaries is to enable them to remain at school for further education which will be of assistance to them in their nursing career.

**Value.**—£78.

**Duration.**—One year at any Victorian school that provides a course approved by the Hospitals and Charities Commission.

**Courses.**—Generally any one of the following:—

- (a) Leaving course;
- (b) Matriculation or Post-leaving course.

**Subject Requirements.**—

- (a) Any complete Leaving course. Subjects recommended as valuable in addition to English are—Chemistry, Biology, Physics, Social Studies, Modern History, Maths.

- (b) The course qualifying for Matriculation. Chemistry and Biology are recommended as helpful.

N.B.—Six Intermediate subjects with passes in two of the following are minimum requirements for applicants for general training :— English Expression, Arithmetic, Maths. A or B.

**Applications.**—

- (a) Should be lodged with the Hospitals and Charities Commission, I.C.I. House, 1 Nicholson-street, Melbourne, C.2, not later than the third Friday in July, in each year. No application will be accepted after that date ;
- (b) Bursary holders from previous years, who are desirous of obtaining a further bursary, must submit a further application.

**Health.**—Successful candidates will be required to produce evidence satisfactory to the Commission of medical fitness. (Girls who have already obtained bursaries must produce another medical certificate and sign another agreement).

**Selection.**—Awards will be determined after consideration of the academic records and personal qualifications of candidates based on reports received from Headmasters or Headmistresses and a personal interview by the Commission's representatives.

In view of the entrance qualifications set by some nurse training schools the following information should be noted by applicants for nursing bursaries for the Leaving year :—

1. To be favourably considered for an award the applicant should be studying a course this year on the lines suggested in the Terms of Award.
2. Unless a pass in at least six subjects is attained at the end-of-year examination the award will be cancelled.

3. The subjects should include English Literature, English Expression, Arithmetic or general Maths. and preferably general Science.

Financial circumstances, the proposed course of study, and willingness to train in a particular hospital suggested by the Commission, may also be taken into account.

It does not necessarily follow that the holder of a previous bursary will receive a further award.

**Agreement.**—Each bursary winner will be required to enter into an agreement with an approved surety that she will complete her training as a general nurse in a hospital, or hospitals, in Victoria *approved by the Commission*. Only a public hospital will be so approved unless a nursing bursary has been specifically awarded for training in a private hospital. The desire to train in such a hospital must be stated at the time of interview. Training schools for which specific approval must be obtained are Repatriation General Hospital, Mercy Hospital and Sacred Heart Hospital, Bethesda, and Epworth in Melbourne and St. John of God's Hospital in Ballarat. (Particulars in connexion with the training of nurses are available on application to the Nursing Executive Officer, Hospitals and Charities Commission.)

**Payment of Bursary.**—The bursary will be paid in two instalments—one in each of the first two terms—and is subject to reports from school stating that the student is—

- (a) in attendance ;
- (b) studying course stated on application form ;
- (c) making satisfactory progress.

Payment will be made to the parent or guardian named on the application form. Any change of school or address should be notified immediately.





The Commission offers bursaries for those wishing to remain at school to do an approved course.

## *Educational Standard and Age*

Details of the educational standard required for nursing will be found in the information about individual training schools.

It is required that girls have at least the Intermediate standard, and desirable that they have the Leaving certificate or Matriculation.

You will also find that an increasing number of training schools will ask you to show evidence of having reached a reasonable standard in Arithmetic. It is most essential to have a knowledge of this subject for nursing.

### **Age.**

The minimum age under the *Nurses Act 1958* is seventeen years but most hospitals, particularly those in the city, prefer girls to be eighteen or at least seventeen and a half. Some will not accept applicants under this age. For more details see "Training Schools".

In regard to the maximum age there is no disadvantage in a nurse commencing training in her twenties or even in her thirties. In fact some exceptions have been made and women of over forty have completed their general training.

If you are in doubt discuss this with an officer of the Nursing Division of the Commission, who will suggest which hospitals might be suitable for you.



# Some Questions Answered

## What is the cost of a Nurse's Training ?

Fees for the two professional examinations and registration (£6 6s.) and the cost of text books, stationery, badges, &c., and of shoes, stockings and personal clothing must be met.

Some of these items will vary with individual needs. Roneoed lecture notes are usually available—they may or may not be charged for and the prices will vary. A list of essentials with current prices may be obtained from the hospital of your choice.

## Are Nurses permitted to live at Home ?

Many hospitals prefer the students to live in the Nurses' Home. See "Training Schools" for details.

## What is a Training School ?

A hospital or institution which provides training for nurses is called a training school.

## Is there more than one form of training for a Nurse ?

Yes, there are two, the most usual being the hospital training school, but there is also a School of Nursing.

The majority of training schools in Victoria are hospital schools, but wherever she trains throughout her course—three years in most hospitals—the student makes a considerable contribution to the hospital nursing service, and has responsible duties to perform. This aspect of the course will prove to you that the course is exacting and sometimes arduous. However, if you are interested in nursing, this need not worry you, for every occupation has its difficult aspects and in nursing you are not alone; your work is shared by others who are friends and constant companions. The subjects studied in class are closely related to the supervised practice in the hospital wards and departments and to community health work.

## Which Hospitals are Training Schools for Nurses ?

Most large hospitals in Melbourne and in the country. A complete list, giving the location and some details, may be found further on in this book. N.B.—It is *no* disadvantage to train in a good country hospital.

## Does a Student Nurse start at once in a Ward ?

Rarely. In nearly every hospital she now enters a preliminary training school.

## What is a Preliminary Training School ?

A preliminary training school is really an introduction to training and may last for from four to twelve weeks. While in the school you are given lectures and demonstrations in elementary nursing care. Towards the end of the period you will spend some time in a ward of a hospital—a few hours at first—until finally you remain for a whole day at a time. This will help you get used to what will be expected of you later. At the end of your preliminary training school you will be allocated for full-time duty to a ward.

## At what time in the year do the preliminary Training Schools commence ?

There are several "schools" per year. The dates vary with different training schools, but are about every two to three months.

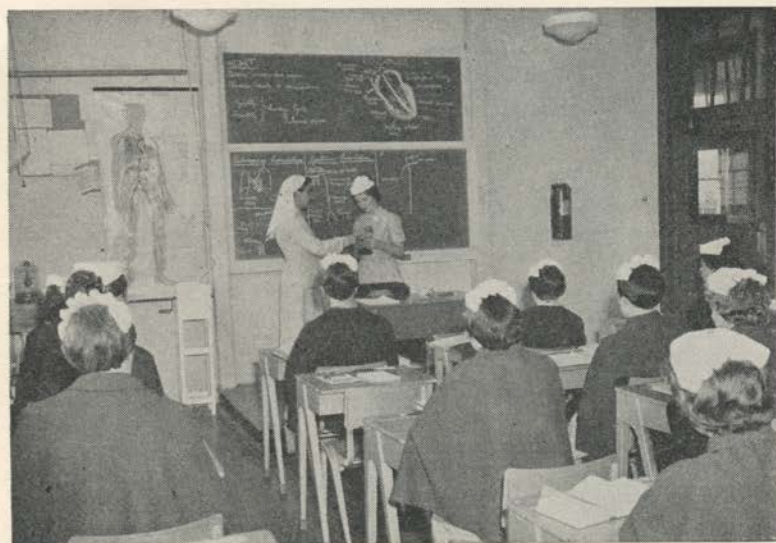
## Is a Nurse paid while she is in the Preliminary Training School ?

Yes, from the first day, and usually are paid fortnightly. The preliminary training school is included in the total training period.

## What Pay will I get while I am Training ?

See Salary Ratings and Conditions—Appendix 1.





**How many State Examinations are held during Nurse Training ?**

Two. The first professional before the end of the first year and the State Final held shortly before the end of training.

**Do Nurses who train in Country Hospitals sit for different examinations from those who train in Metropolitan Hospitals ?**

No. All nurses training in Victoria must sit for the same examinations and at the same time.

**Who decides what pay the Nurse will receive ?**

In Victoria there is a Hospital Nurses' (Wages) Board, which determines the rates of pay, hours of work, holidays, uniforms, sick leave and so on. On this Board there are representatives of the employers (these include one from each of the Metropolitan Hospitals Association, Country Hospitals Association and Private Hospitals Association) and four nurses representing employee nurses, who are chosen by nurses themselves; three of the nurses are representatives of the professional organization the Royal Victorian College of Nursing. There is, in addition, an independent Chairman. If nurses want an increase in pay or conditions, their representatives can take the matter to this Board.

**Do Hospitals allow nylon stockings to be worn with uniforms ?**

Some do, but you will probably find cotton or lisle are more comfortable and will wear better.

**When do I become a Sister ?**

When you have passed your State Final Examination and have completed your training, you are usually addressed as "Sister" though the post to which you would be appointed, would probably be that of staff nurse for the first year.

**Who decides what lectures a Student Nurse must attend and what examinations she must sit for ?**

The Victorian Nursing Council lays down the minimum requirements for lectures and a panel of Examiners appointed by the Council sets and corrects papers.

The examiners are doctors and nurses, the nurses being mainly sister tutors—although some are matrons.

**Do Training Schools hold examinations too, and if so, who sets the papers and corrects them ?**

Yes. Examinations are held at intervals throughout training. Whoever gives the lectures prior to the examinations usually sets and corrects the papers. For example, doctors do this for medical and surgical examinations, while the sister tutor is responsible for general nursing, both theory and practice.

**Do all Hospitals have the same lectures and examinations ?**

All must provide at least the Victorian Nursing Council minimum requirements, but many who have better facilities for teaching set their standards higher. They give more lectures and require higher marks for a hospital examination pass.



### **Can men train as Nurses ?**

Several hospitals accept men for training. If you are interested we suggest you apply to the matron of any of the hospitals listed for male nursing at the end of this book. Male nurses are usually expected to arrange their own accommodation.

### **Is special training available for different types of Nursing ?**

Yes—you will find particulars under the heading "Post-Basic Nursing Training" starting on page 35.

### **Is it possible to train in a special branch of Nursing without doing General Training ?**

It is possible, but except in exceptional cases, not advisable. Unless you have first done general training you will find that your work lies in a very limited field. General nursing is the basis of all nursing and it is wise to do this first.

Nursing, like medicine, has its specialities, though the never-ending variety in age and condition of patients in general hospitals is always interesting. If you like to work with children you may choose paediatric nursing, or mid-wifery. Psychiatric nursing—daily gaining more and more attention as mental health programmes expand—yields a deep keen insight into human nature.

## *Conditions for Students during Training*

### **What are Nurses' meals like in a Hospital ?**

Meals are good in most hospitals today. There are usually dietitians as well as caterers in hospitals of any size. Naturally, individual tastes cannot be considered as they would be at home, but with few exceptions, meals are well cooked, well served, and varied. Although you are charged for board and lodging it actually costs the hospital far more than the amount deducted to keep each nurse and it would cost much more if you had to supply the same food and lodging for yourself.

### **Is a Nurse more likely to contract Infectious Diseases than anyone else ?**

No—she is well cared for and taught how to avoid infections of any kind.

### **Is discipline very strict in Nurses, off-duty time ?**

Not in these modern days, and there are always good reasons for existing rules.

For example, when you are expected to be reasonably quiet in the Nurses' Home it is because other nurses working different hours

may be resting or possibly studying. Some hospitals do not allow smoking in bedrooms because many fires, some serious, have occurred through carelessness in the nurses' own rooms. You are expected to be in bed by a certain time and if you feel you should have unlimited late passes, remember that patients are depending on you to be fresh and ready to look after them in the morning. Also, you will be taught that one way of avoiding disease is not to get overtired. Lack of rest and insufficient nourishing food render young people more likely to contract severe illnesses.







Physical fitness of trainees is maintained by planned programmes of physical education in training schools.

### Uniforms.

Uniforms are provided free to student general nurses and student nursing aides ; they are also laundered free.

For details of the items included under the heading of "Uniforms" you should apply to the matron of the training school or hospital in which you are interested.

Uniforms for midwifery students may or may not be provided, if not, then a uniform allowance will almost certainly be paid.

Information about other uniforms should be obtained from the individual hospitals.

### Hospital and Medical Benefits.

Today, when ill, nurses are usually charged hospital fees, which in most cases are covered by hospital benefits, and in nearly all hospitals nurses are expected to join a hospital benefits scheme (some hospitals pay the contributions of student nurses either wholly or in part).

Example of suitable letter to write to the Matron of the hospital where you wish to train—

1 Smith-street,  
Melbourne, C.1.  
1st July, 1964.

The Matron,  
Tom Jones Hospital,  
Brown-street,  
MELBOURNE.

Dear Matron,

It is my wish to take up nursing as a career and I would like to train at your hospital.

I will be seventeen years of age in November, and I have passes in six subjects at Intermediate level, including English Expression, Arithmetic, Maths, A and B. This year, I am studying for my Leaving Certificate.

Will you kindly send me an application form and any information about training at your hospital you feel would help me.

Yours faithfully,  
(Signed) MARY WILLIAMS.



## Temporary Posts

**When girls have finished their education, is there any way in which they can spend the time usefully until old enough to start training?**

Junior positions in pathology, blood bank, pharmacy, almoner's office, and similar departments in hospitals are sometimes available, and are very useful for a year; also if you can type, in the B.M.A. library. Sometimes information regarding these can be supplied by the Nursing Division of the Hospitals and Charities Commission, but it is better to apply direct to the personnel officer of the hospital or library concerned.

The After-Care Hospital may accept, as ward helps, girls who are waiting to enter a training school. Apply to the Matron, After-Care Hospital, 45 Victoria-parade, Collingwood. Sometimes your local hospital may have a temporary position in the office, or as a switchboard attendant. Useful experience in meeting the public can also be gained in banks and insurance offices.

Some girls prefer work in a pharmacy to office duties and have found the experience useful.

## Books to Read about Nursing

**Are there any books about Nursing that it would be useful to read before starting training?**

Yes, quite a number. You can start with the "Sue Barton" series when you are quite young. The titles include—

"Sue Barton, Student Nurse";

"Sue Barton, Staff Nurse";

and so on. There are about six of them.

Every girl planning to be a nurse should read at least one book on the history of nursing. The most easily obtainable are—

"The Story of Nursing" by J. M. Calder;

"Story of the Growth of Nursing" by Agnes Pavey;

"Outline of the History of Nursing" by Lucy Semer;

"Trends in Nursing History" by Jamieson and Sewell.

Excellent histories though not easy to get are—

"A History of Nursing"—Four Volumes by Nutting and Dock;

"A Short History of Nursing" by Dock and Stewart.

At least one of these should be in every nursing library if it can possibly be obtained.

"The Art of Nursing" and "Notes on Nursing" by Florence Nightingale are small books which prospective nurses should read and own.

Here are some interesting books which tell you something of nurses—

"Life in Our Hands" and "Breakfast at Night" both by Pamela Bright (recruiting sister at the Middlesex Hospital, London);

"Florence Nightingale" by Cecil Woodham Smith;

"Martin Chuzzlewit" by Charles Dickens;

"The Story of Nursing" by Jean Colder;

"The Lamp is Heavy" by Sheila MacKay Russell and her new book about nursing in Canada, "The Living Earth";

"Flying Doctor Calling" by Ernestine Hill;

"White Coolies" by Betty Jefferies and "While History Passed" by J. Simons are two books written by and about Australian Army nurses in the last war;

"Matilda Waltzes with the Tommies" was written by an Australian woman doctor of the 1939-45 war;



- “Call Me Florence” by Hope, and  
 “One Pair of Feet” by Monica  
 Dickens are in lighter vein ;  
 “Louis Pasteur” by Dubos ;  
 “Men Against Death” by Paul de Krief ;  
 “Lamp on the Snow” by Mary E. Hope  
 are for the older girls ;  
 “Innamincka” by Elizabeth Burchell ;  
 “Nursing as a Career” by Nuttall.

Many of the above are available in paperback editions.

### *Some Nursing Films and How to Obtain them*

16 m.m. sound films in black and white or colour are obtainable from the State Film Centre, 110 Victoria-street, Carlton, N.3.

Films are available free of charge to approved organizations, public groups and registered schools.

Write to the State Film Centre at the above address for full particulars.

These films are some of those available on nursing subjects :

- “Student Nurse” B. and W., 40 minutes, U.K.  
 “I am a Nurse” B. and W., 10 minutes, Australia.  
 “The Flying Doctor” (A.N.F.B.), B. and W., 14 minutes, Australia.  
 “Life in Her Hands” B. and W., 57 minutes, U.K.  
 “The Friendly Hospital” colour, 15 minutes, Australia.  
 “Nursing Today” 17½ minutes, Australia.

## *After Completing Training*

### **Staff Nurse**

This is the first rung of the ladder when you decide to continue hospital work. The Staff Nurse is assistant to the Ward Sister. Her duties include taking charge of the ward in the Sister's absence, helping with administration and assisting in the supervision and training of student nurses. Sound experience as a Staff Nurse is necessary before being eligible for that important post—Sister-in-Charge of a ward.

### **Sister**

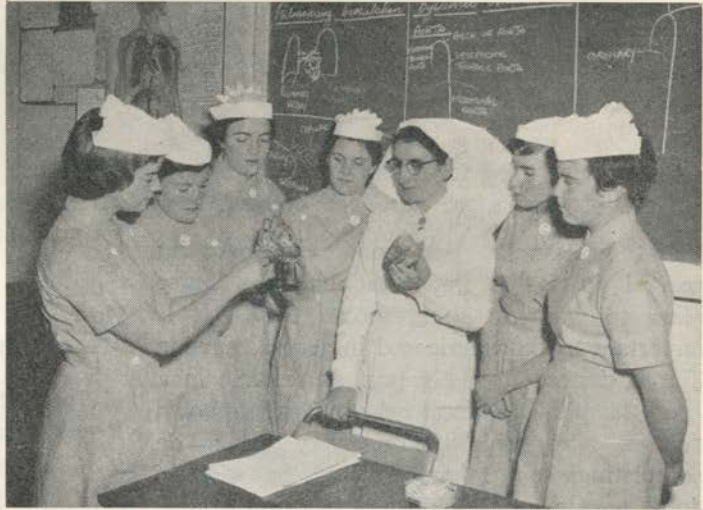
One of the most vital posts in a hospital is that of Charge Sister, for she is responsible for the management of a ward or department. Charge Sister is an essential step for the nurse who plans to become a Matron.

A good Charge Sister, whether in ward, theatre or any other department of a hospital, is a key person.

Other important positions normally held by Sisters are—Night Sister, Sister-in-Charge of Out-patient Departments, Casualty or Operating Theatres.

### **Sister Tutor.**

The Sister Tutor holds a responsible post in the hospital. She lectures the student nurses and supervises their classroom studies and practical work in the wards. This is one of the senior nursing positions in a training hospital, and to obtain it a nurse should have had wide experience in the practical nursing of patients and preferably have completed a post-graduate Sister Tutor training course.



### **Administration.**

The following responsible appointments are open to well qualified and experienced nurses—Nursing Administrator or Nursing Executive, Matron, Director of Post-Graduate Education, Dean of a School of Nursing, Editor of a Nursing Journal. In the Navy, Army and Air Force there are Matrons, Principal Matrons and Matrons-in-Chief, as well as Sisters. Working on an international level, for example, in the World Health Organization, there are positions for planners, administrators, and teachers in the nursing field. There are posts in Bush Nursing Hospitals and also with the Inland Mission in Central Australia or with missions overseas.

There is also most interesting work as a district nurse, or doing private visiting or industrial nursing.

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**Remember—The opportunities of the Nursing Profession  
are as broad as the interests of those who enter it.**

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# Travelling Abroad

## Is it a good thing for a Nurse to have several Certificates before she goes overseas ?

Not necessarily, but good experience in general nursing *is* important unless a nurse plans to work in some special field. It is important to be experienced in general nursing if it is desired to get a post as a nurse in a good hospital or to work with well-known doctors. For this reason every nurse, on completing her training, would be wise to do at least a year as a Staff Nurse in a large hospital before thinking of any other nursing. If possible, she might spend this time specializing in her favourite branch of nursing, say, theatre, paediatric (care of sick children), medical, surgical, orthopaedic nursing, &c. It is unwise to have certificates without experience. The public expects a great deal from the trained nurse and no one stops to enquire whether she finished her training ten years ago or only yesterday. It is also wise to learn to take responsibility gradually. Every nurse should also do her midwifery training, ideally on completion of the Staff Nurse year. Many girls start their nursing training immediately on leaving school. They then have three or three and a half years in a training school. If they do midwifery straight away, this means they reach the age of 21 or 22 years before really leaving a school of some kind.

Because a nurse is a very responsible citizen young trained nurses are urged to get good sound experience as soon as possible.

## How does a Nurse get work if she goes overseas ?

Nurses have a professional association, the Royal Australian Nursing Federation, which is affiliated with the International Council of Nurses (see page 45). The Royal Victorian College of Nursing is the Victorian Branch of the Royal Australian Nursing Federation.

If you wish to work in a hospital, say in England, you should write direct to the Matron of the hospital selected, telling her when and where you trained ; what experience you have had since ; that you are registered or have applied for registration in England ; when you expect to arrive and for how long you would be able to stay on her staff if accepted.

Australian nurses are highly regarded overseas, but it is still not easy to get a post on the staff of the famous London hospitals.

N.B.—Big hospitals are unlikely to consider anyone who is not prepared to stay at least six months and probably a year will be required.

# *General Training Schools for Nurses*

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## *Metropolitan Hospitals*



General training is considered the first step in a nursing career, giving a professional background on which to build specialized knowledge in one or a number of the many branches of nursing care.

The hospitals listed all prepare nurses for examination for registration as General Nurses. All give a training which covers the curriculum laid down by the Victorian Nursing Council. Applicants are required to produce a copy of their birth certificate and supply evidence of their educational standard. A free medical examination is given and the applicant must pass this to be accepted. Salaries are paid at award rates from the commencement of training.



**Alfred Hospital.** Commercial-road, Prahran (531 beds). *Lady Superintendent.*—Telephone 51-1251. Interviews, Wednesday 10 a.m. to 12 noon.

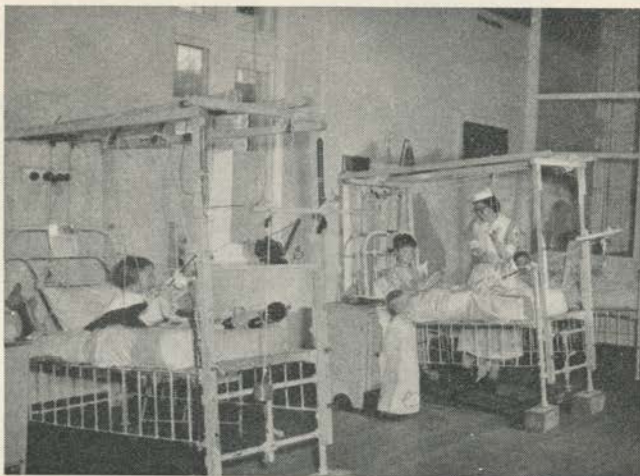
*Training.*—Preliminary Training School—6 weeks. Complete training—3 years. 12 Sister Tutors.

*Age at Entry.*—17½ to 35 years. *Uniforms.* Uniforms, caps, aprons, collars, cuffs and belts are all provided, laundered and maintained free during training.

*Accommodation.*—Four conveniently located Nurses' Homes are comfortable and designed to ensure a homely background. Lounges, study rooms and library are provided in each of the homes. Second and third year trainee nurses may live in private accommodation, provided written permission is given by parents or guardians.

*Medical Care.*—A charge of half the usual fee for public hospital patients is made should a nurse be admitted to the Sick Nurses' Ward. Further reduction is possible by joining a registered hospital benefits organization.

*Graduation.*—On graduation the Alfred Hospital trained nurses badge is presented.



**Austin Hospital.** Studley-road, Heidelberg (486 beds). *Matron.*—Telephone 45-121.0 Interviews on Tuesday afternoons.

*Training.*—Preliminary Training School—8 weeks. Complete training—3 years. 5 Sister Tutors.

*Visit to Hospital.*—Prospective applicants may discuss the work and facilities at the hospital and visit some of the departments and Nurses' Home before lodging an application for training. This can be arranged through the Nursing Personnel Officer.

*Age at Entry.*—17 to 35 years. *Education.* Minimum—Intermediate passes in six subjects though higher standard is desirable.

*Uniforms.*—These are supplied :—6 dresses, 1 red cape, 4 white caps, 1 pair shoes and 1 pair stretch nylon stockings on commencement of training, and a second pair of shoes and stockings towards the end of first year. *Male Nurses.* 6 uniforms of white coat and trousers.

*Accommodation.*—A single room in a modern Nurses' Home. Student nurses are required to live in. No accommodation is available for male nurses.

*Medical Care.*—The medical care is free, the Committee of Management pays hospital benefits contributions for student nurses which fully cover the half public hospital fees charged for hospitalization in the Nurses' Sick Bay.

*Concession in Training.*—Suitable applicants who have completed the three year Mental Hygiene course may apply to the Victorian Nursing Council for a concession in training time, and may be accepted to complete the general training course in two years.



**Box Hill and District Hospital**—Nelson-road, Box Hill (222 beds). *Matron*.—Telephone 89-0211.

*Training*.—Preliminary Training School—8 weeks. Complete training—3 years. 3 Sister Tutors.

*Age of Entry*.—17½ years. Applications should be made approximately six months ahead. *Education*. Intermediate standard or higher.

*Uniforms*.—Provided, with the exception of shoes.

*Accommodation*.—A modern Nurses' Home. Student nurses are not permitted to live out during training.

*Medical Care*.—All nurses are advised to join the Hospital Benefits Association when they commence training and this covers approximately the expenses of hospitalization. Medical treatment is free.

*Post Graduate Training*.—1. Midwifery. 2. Refresher and observation course—lectures arranged.

**Footscray and District Hospital**—Eleanor-street, Footscray (255 beds), this includes 74 midwifery beds. *Matron*.—Telephone 317-0211.

*Training*.—Preliminary Training School—7 weeks. Complete training—3 years. 5 Sister Tutors. An endeavour is made to give 680 hours of tuition during the course plus teaching in the wards. A study half-day is arranged weekly so that actual practical experience is carefully co-ordinated with theory.

*Age of Entry*.—17 to 34 years. Applications should be made as far ahead as possible. *Education*. At least Intermediate standard required but Matriculation or Leaving certificate preferred. Applicants who do not have this standard should discuss the matter with Matron. *Uniforms*. Provided, except for shoes and stockings.

*Accommodation*.—A modern Nurses' Home. The question of living out can be discussed with Matron. *Male Nurses*. A limited number of male nurses may be trained.

*Medical Care*.—Hospital treatment would be covered by an approved hospital benefit scheme. Medical treatment is free.

*Post Graduate Training*.—1. Midwifery. 2. Operating room technique and management.



**Preston and Northcote Community Hospital**—205 Bell-street, Preston (312 beds when total number functioning, opened 1960). *Matron*.—Telephone 44-0241.

*Training*.—School of Nursing classroom and wards—8 weeks, followed by ward responsibilities and regular intervals for study days and "Block periods" in class and demonstration rooms. Complete training—3 years.

*Age of Entry*.—17 years and over. *Education*. Leaving standard preferred or if Intermediate standard to have a pass in English and Arithmetic. *Other Requirements*. A liking for people and a desire to help them, ability to work with others and to study, and a good moral character.

*Accommodation*.—Modern five-storied centrally heated building. Recreation rooms provide piano, radiogram and television and a kiosk and hairdressing salon are available. Student nurses whose homes are close by may live at home if they wish. If over 21 years they may make suitable arrangements for themselves.

A modern plastic unit has recently been opened, and it is hoped to eventually arrange a post-graduate course for trained nurses.



**Prince Henry's Hospital**—St. Kilda-road, Melbourne (395 beds). *Matron*.—Telephone 62-5551.

*Training*.—Preliminary Training School—8 weeks. Complete training—3 years. 4 Sister Tutors.

*Age of Entry*.—18 to 32 years. *Education*. Intermediate standard or higher education is preferred.

*Uniforms*.—Full uniform is provided.

*Accommodation*.—In a Nurses' Home. Student nurses are not permitted to live out during training.

*Medical Care*.—The nursing staff are admitted for in-patient treatment at greatly reduced rates. All student nurses are expected to join a hospital benefits insurance scheme.

*Post-graduate Training*.—Operating theatre technique and management.

**Queen Victoria Memorial Hospital**—172 Lonsdale-street, Melbourne (517 beds). *Matron*.—Telephone 32-2031.

*Training*.—Preliminary Training School—8 weeks. 3 Sister Tutors. Complete training—2 years and 5 months at the hospital and 5 months male nursing at Alfred Hospital.

*Age of Entry*.—17½ to 30 years. Exceptions in some cases. *Education*. Minimum Intermediate standard—Leaving standard is preferred though not essential.

*Uniforms*.—Provided free for the first year except shoes and stockings. For subsequent years material for three uniforms is provided, the student being responsible for having this made up.

*Accommodation*.—Student nurses are accommodated in the Nurses' Home for the first 2 years of their training, after which they may live out if desired.

*Medical Care*.—Out-patient and casualty treatment is free, but in-patient treatment is provided at the usual fees. Nurses are encouraged to join an approved hospital benefits organization. *Male Nurses*. Student male nurses may be trained in exceptional and selected cases.

*Post-graduate Training*.—Midwifery. Every encouragement is given to staff to continue with post-graduate courses of the College of Nursing, Australia. Scholarships are awarded for this purpose.

**Royal Children's Hospital**—Flemington-road, Parkville, N.2 (400 beds). *Matron*.—Telephone 34-0288.

*Training*.—Preliminary Training School—2 months plus 1 month tutorial supervision in the wards. 6 Sister Tutors. Complete training—3½ years. A six month period of adult nursing is spent at the Royal Melbourne Hospital.

*Age of Entry*.—Over 17 years. *Education*. Intermediate standard may be accepted as a minimum but Matriculation is preferred.

*Accommodation*.—Modern Nurses' Home.

*Post-graduate Training*.—Theatre management and technique (practical course).

**Royal Melbourne Hospital**—Grattan-street, Parkville (642 beds). *Matron*.—Telephone 34-0266.

*Training*.—3 years. 8 Sister Tutors.

*Age of Entry*.—Minimum 17½ to 18 years. *Education*. Leaving or Matriculation standard preferred.

*Uniforms*.—Provided.

*Accommodation*.—It is not the present policy of the hospital to allow student nurses to live out, although exceptions may be made in special circumstances.

*Medical Care*.—Medical advice and treatment is free. If hospitalization is necessary a charge is made for this which is covered by membership to an approved hospital benefits organization.

*Post-graduate Training*—1. Staff nurse year of training. 2. Operating theatre technique and management.



**St. Vincent's Hospital**—Victoria-parade, Fitzroy (525 beds). *Mother Rectress*.—Telephone 41-0221.

*Training*.—Preliminary Training School—7 weeks. Complete training—3 years. 5 Sister Tutors.

*Age of Entry*.—17 years 10 months to 22 years. Application should be made six months ahead.

*Education*.—Preferably Leaving standard.

*Uniforms*.—Provided.

*Accommodation*.—Student nurses are not permitted to live out.

*Medical Care*.—Provided free. *Male Nurses*. These may be trained occasionally.

*Post-graduate Training*.—1. Theatre technique and management—12 months. 2. Anaesthetic course—6 months. 3. Recovery room and intensive therapy—6 months.

**Williamstown and District General Hospital**—Railway-crescent, Williamstown (64 beds). *Matron*.—Telephone 65-5266.

*Training*.—Preliminary Training School—8 weeks. 2 Sister Tutors. Complete training—3 years.

*Age of Entry*.—17 to 35 years though exceptions to the maximum may be made. Applications should be made as far ahead as possible.

*Education*.—Intermediate or higher educational standard is preferred. *Uniforms*. These are provided, except for stockings and shoes.

*Accommodation*.—Student nurses must live in during training.

*Medical Care*.—Medical treatment is provided free and hospitalization must be covered by the Manchester Unity Insurance.

**Repatriation General Hospital**—Banksia-street, Heidelberg (over 1,000 beds). *Matron*.—Telephone 49-0211.

*Training*.—Preliminary Training School—6 weeks. 3 Sister Tutors. Complete training 3 years.

*Age of Entry*.—17 years. *Education*. Intermediate or leaving standard.

*Uniforms*.—Provided.

*Accommodation*.—Student nurses live in modern up-to-date Nurses' Homes.

*Medical Care*.—Provided.

The hospital has its own Blood Bank and panel of donors and a complete Rehabilitation Unit. It combines multi-storied block and pavilion wards set in 60 acres. A large proportion of the staff are ex-servicemen and women. Sporting facilities include a swimming pool in the hospital grounds.

## Country Hospitals

**Ararat and District Hospital** (125 beds). *Matron*.—Telephone Ararat 2-2221.

*Preliminary Training School*.—1 month. 1 Sister Tutor. *Complete Training*. 3 years. A Graduation Ceremony is held at the end of the 3 year training period.

*Educational Level*.—Matriculation or Leaving, to Intermediate; the higher standard is preferred.

*Age of Entry*.—17 to 32 years (no concessions). Applications for a personal interview with Matron should be made from six to twelve months before wishing to commence training.

*Medical Treatment*.—Free medical attention is given by the honorary medical staff.



**Bairnsdale District Hospital** (100 beds) (including midwifery). *Matron.*—Telephone Bairnsdale 59.

*Preliminary Training School.*—6 weeks. 1 Sister Tutor. *Complete Training.* 3 years, completed within the hospital. Schools commence quarterly.

*Educational Level.*—At least Intermediate standard is required.

*Age at Entry.*—17 years ; maximum age not determined.

*Medical Treatment.*—Free. *Uniforms.* Provided free.

*Accommodation.*—Student nurses are accommodated in comfortable surroundings.

**Ballarat and District Base Hospital** (277 beds). *Matron.*—Telephone Ballarat 57.

*Preliminary Training School.*—6 weeks. 2 Sister Tutors. *Complete Training.* 3 years completed within the hospital.

*Educational Level.*—Intermediate standard or higher.

*Age of Entry.*—17 to 35 years, though exceptions may be made on the maximum level. (One student nurse of 43 years was a credit to the Training School).

*Medical Treatment.*—Free medical treatment for student nurses. All student nurses are advised to join a hospital benefits scheme which would normally cover hospital fees.

*Uniforms.*—Are provided.

*Accommodation.*—Student nurses are accommodated in a modern Nurses' Home with many amenities provided. A limited number of male student nurses may be accepted, but no accommodation provided for male students.



**Colac and District Hospital** (118 beds). (including midwifery). *Matron.*—Telephone Colac 9111.

*Preliminary Training School.*—6 weeks (3 times a year). 1 Sister Tutor. *Complete Training.* 3 years within the hospital.

*Educational Level.*—At least Intermediate standard required, higher preferred.

*Age at Entry.*—17 years ; maximum age not determined.

*Medical Treatment.*—Free. *Uniforms.* Provided free.

*Accommodation.*—Student nurses are not permitted to live out. *Amenities.* Golf links, swimming pool, transport to Melbourne twice a day (train or bus).

**Geelong and District Hospital (Kitchener Memorial) (289 beds) plus 54 in Kardinia House (the Private Wing).** *Matron.*—Telephone X 8141.

*Preliminary Training School.*—7 weeks. 5 Sister Tutors. Modern School of Nursing, including a well-stocked nurses' library. Study blocks are held in second and third year. Student nurses spend some time during training in Kardinia House. *Complete Training.*—All experience is gained within the one hospital and this includes Children's and Communicable Diseases and a short period with the District Nurse.

*Educational Level.*—Intermediate standard. Preference is given to those reaching Leaving or Matriculation.

*Age of Entry.*—17 years. Applications should be made early, as at present there is a twelve months' waiting list.

*Hospital Treatment.*—A daily clinic is conducted by the Medical Superintendent and if nurses are admitted to the Sick Nurses' Unit, a charge is made. Nurses are encouraged to join a hospital benefits fund.

*Uniforms.*—Provided and laundered by the hospital free of charge.

*Accommodation.*—There is a modern and comfortable Nurses' Home, but student nurses are permitted to live out.

*Post-graduate Training.*—1. Staff nurse year of training monthly lectures. 2. Refresher course for nurses returning to hospital after a lapse of time.

**Hamilton: Glenelg Base Hospital (210 beds) (including midwifery).** *Matron.*—Telephone Hamilton 702.

*Preliminary Training School.*—8 weeks. 2 Sister Tutors. *Complete Training.* 3 years within the hospital.

*Educational Level.*—Leaving or Matriculation standard preferred. Intermediate standard may be accepted.

*Age of Entry.*—17 years. Maximum age—applicants considered on their merits.

*Hospital Treatment.*—Provided as per hospital benefits scheme. *Uniforms.* Provided.

*Male Nurses.*—Male nurses are trained in this hospital.

*Post-graduate Training.*—Staff nurse post-graduate year—lectures arranged.

**Horsham: The Wimmera Base Hospital (176 beds) (including midwifery).** *Matron.*—Telephone Horsham 800.

*Preliminary Training School.*—8 weeks. 2 Sister Tutors. *Complete Training.* 3 years, completed within the hospital.

*Educational Level.*—Intermediate, or higher.

*Age of Entry.*—17 to 35 years; exceptions may be made up to 40 years.

*Medical Treatment.*—Free. Students select their own doctor. *Uniforms.* Provided.

*Accommodation.*—Student nurses may live out. Prospective students should apply at least six months before they wish to enter the school.

**Maryborough and District Hospital (90 beds).** *Matron.*—Telephone Maryborough 24.

*Preliminary Training School.*—6 weeks (3 times a year).

*Educational Level.*—Intermediate standard or higher.

*Age at Entry.*—17 years.

*Medical Treatment.*—Free. (Hospital pays Hospital Benefits Association subscription for student nurses).

*Uniforms.*—Free.

*Accommodation.*—Modern and comfortable. Student nurses are not permitted to live out at present.

*Amenities.*—Adjacent tennis courts, basket ball, daily transport Ballarat and Melbourne. Golf links, swimming pool.



**Mooroopna and District Base Hospital** (266 beds) (including midwifery). *Matron* — Telephone Mooroopna 151.

*Preliminary Training School.*—2 months. 2 Sister Tutors. *Complete Training.* 3 years within the hospital.

*Educational Level.*—Leaving or Matriculation standard is preferred. Intermediate is essential.

*Age of Entry.*—17 to 35 years. Exceptions made to the maximum in special circumstances. Early application is desirable.

*Medical Treatment.*—Free. *Uniforms.* Provided free.

*Accommodation.*—Student nurses are not permitted to live out.



**Sale: The Gippsland Base Hospital** (203 beds). *Matron.*—Telephone Sale 2345.

*Preliminary Training School.*—8 weeks, followed by a combination of actual ward experience and organized lecture periods by medical staff and trained tutors for the balance of the training. *Complete Training.* Three years.

*Educational Level.*—Leaving certificate standard preferred. Applicants of a lesser educational standard will be considered.

*Age of Entry.*—17 to 35 years.

*Accommodation.*—Accommodation is available in a large modern Nurses' Home, but students may live at home if desired. Recreational and sporting facilities are available.

**Stawell District Hospital** (64 beds) (including midwifery). *Matron.*—Telephone Stawell 15.

*Preliminary Training School.*—8 weeks at the Ballarat Base Hospital. *Complete Training.* 3½ years. Of this the preliminary training school and the second year are spent at the Ballarat Base Hospital.

*Educational Level.*—Leaving certificate preferred, though Intermediate will be accepted.

*Age of Entry.*—17 to 30 years. Applications should be made four months ahead.

*Hospital Treatment.*—Charged at public ward rates and nurses are encouraged to join a hospital benefits scheme.

*Uniforms.*—Provided free.

*Accommodation.*—Student nurses must live in.



**Traralgon and District Hospital** (170 beds) (including midwifery). *Matron.*—Telephone Traralgon 800.

*Preliminary Training School.*—8 weeks. 2 Sister Tutors. *Complete Training.* 3 years, completed within the hospital.

*Educational Level.*—Intermediate or higher standard is preferred

*Age of Entry.*—17 to 40 years. Applicants should apply twelve months ahead.

*Medical Treatment.*—Usually provided by the doctors to the students free and every student joins the Latrobe Valley Health Services Association when she commences her training. Payment covers hospitalization, medical and ambulance services.

*Uniforms.*—Provided free.

*Accommodation.*—Students mostly live in, but married students live out.

**Warracknabeal District Hospital** (75 beds). *Matron.*—Telephone Warracknabeal 18.

*Preliminary Training School.*—5 weeks. (3 times a year). Third year practical training is taken at Wimmera Base Hospital.

*Educational Level.*—Intermediate standard minimum, higher educational qualifications preferred.

*Age at Entry.*—17 years.

*Medical Treatment.*—Free.

*Accommodation.*—Comfortable single room in modern Nurses' Home equipped with library, piano, sewing machine, radiogram and T.V.

*Amenities.*—Tennis court, daily train and bus service to Melbourne and tri-weekly air service. Olympic swimming pool, golf course, basket ball courts.

**Warragul: West Gippsland Hospital** (126 beds). *Matron.*—Telephone Warragul 22-221.

*Preliminary Training School.*—6 weeks (3 times a year). During third year visits are made with district nurse. Extra curricula lectures given by medical consultants.

*Educational Level.*—Intermediate, higher standard preferred.

*Age at Entry.*—17 years.

*Medical Treatment.*—Free. *Uniforms.* Free.

*Accommodation.*—Modern new cottage type of Nurses' Home built in units of four bedrooms. These units comprise toilet-bathroom, lounge room, kitchenette and laundry, complete with central heating and allow student nurses an individual home life.

*Amenities.*—Winter sports, golf course, Olympic swimming pool, tennis courts, six trains to Melbourne daily, social club.



**Warrnambool and District Base Hospital** (210 beds) (including midwifery). *Matron.*—Telephone Warrnambool 8111.

*Preliminary Training School.*—6 weeks. 2 Sister Tutors. *Complete Training.* 3 years within the hospital.

*Educational Standard.*—Intermediate or higher.

*Age of Entry.*—17 to 35 years. Exceptions to the maximum may be made. Applications should be made two months ahead.

*Medical Treatment.*—Free medical treatment is available. *Uniforms.* Provided.

*Accommodation.*—Student nurses may live out while in the Preliminary Training School.



**Wonthaggi and District Hospital** (91 beds) (including geriatric and midwifery). *Matron.*—  
Telephone Wonthaggi 484.

*Preliminary Training School.*—6 weeks. 2 Sister Tutors.

*Educational Level.*—Intermediate standard or higher is preferred.

*Age of Entry.*—17 to 35 years, but all candidates are considered individually and exceptions may be made on a maximum level. Applications should be made three months ahead.

*Medical Treatment.*—All students are encouraged to join the Yallourn Hospital and Medical Society or the Latrobe Valley Hospital and Health Services Association.

*Uniforms.*—Provided.

*Accommodation.*—Generally, students do not live out, though permission may be given if circumstances warrant this. Male nurses are accepted for training.

## *Northern District School of Nursing*

The Northern District School of Nursing has as its associated training hospitals—Bendigo and Northern District Base Hospital, Mildura Base, Castlemaine District Community, Echuca, Swan Hill and St. Arnaud District Hospitals. The school also offers a post-graduate training for staff nurses.

If you wish to become a student of the Northern District School of Nursing, write to the Dean of the school or the matron of one of the associated hospitals and ask for application forms to be forwarded to you.

Upon receipt, complete the application forms in duplicate and return them to the Dean or matron, together with birth and educational certificates.

An appointment will now be made for personal interview. Allow yourself plenty of time for this, as you will probably be required to complete simple aptitude tests.

If you have any worries concerning your chosen career, please discuss them at the time of interview. State when you think you will be able to commence training, so that your name may be included in the list of students for the nearest preliminary school.

You will be required to undergo a medical examination not later than three months prior to the date of commencement of training. Medical forms and instructions will be sent to you at the appropriate time.

When you have completed the necessary preliminaries, if your application is in order you will be notified. You must be at least seventeen years of age at the time of entry to the school.

At this stage you will receive a letter from the Dean of the school setting out the date on which you are expected to enter the preliminary school, a list of what to bring with you, and what you require in the way of text books and stationery.

You are also required to enter into an agreement to remain for a period of three months following completion of the preliminary training course. This is really your "Probationary" period and is designed to give you sufficient time to find out if you really like nursing and affords the school and hospital an opportunity to assess your progress and aptitude.

The school now looks forward to welcoming you as a nursing student during the forthcoming year.

The Dean interviews prospective students and their parents by appointment and all information relating to the school can be obtained on request.

For further information apply to—The Dean, Northern District School of Nursing, Lister House, Rowan-street, Bendigo, Victoria. Telephone 2300.

## *Associated Hospitals*

**Bendigo and Northern District Base Hospital** (300 beds) (including midwifery). *Matron.*—Telephone Bendigo 3-0411.

This hospital is one of the main base hospitals in Victoria, providing both general and midwifery training. Theoretical instruction is given in conjunction with the Northern District School of Nursing, where approximately six months of the three year training period is spent amid quiet and lovely surroundings. Here the student nurse attends lectures and study periods away from the busy work in the wards.

A Preliminary Training School of one month is attended on commencement of training and a "study block" during each year of studentship.

*Educational Standard.*—Leaving or Intermediate standard preferred.

*Age of Entry.*—17 to 35 years.

*Medical Treatment.*—Free. Hospital fees can usually be recovered through the Hospital Benefits Association, to which the student nurse is expected to contribute.

*Accommodation.*—Comfortable living conditions are available in the Nurses' Homes.

*Amenities.*—All sporting facilities. Olympic swimming pool, tennis courts, basket ball. Frequent train service to Melbourne.



**Castlemaine and District Community Hospital** (93 beds) (including midwifery). *Matron.*—Telephone Castlemaine 44 and 74.

This hospital is associated with the Northern District School of Nursing, and students are particularly fortunate in having a planned educational programme.

*Preliminary Training School.*—1 month. 1 Sister Tutor. Study blocks during each year of training. Altogether approximately six months during training is spent at the School of Nursing.

*Age of Entry.*—17 to 35 years. Exceptions to the maximum may be made in special circumstances.

*Educational Standard.*—The minimum standard Intermediate, higher educational qualifications preferred.

*Medical Treatment.*—Provided free. Hospitalization may be covered by hospital benefits, to which the hospital contributes half the fee. *Uniforms.* Provided.

*Accommodation.*—Comfortable single room accommodation with central heating is provided.

*Post-graduate Training.*—An interesting staff nurse year is conducted in conjunction with the Northern District School.

**Echuca District Hospital** (103 beds) (including midwifery). *Matron.*—Telephone Echuca 1200.

*Preliminary Training School.*—4 weeks at Northern District School of Nursing. The second year of the 3 year training period is spent at the Bendigo Base Hospital and 26 weeks spread over the 3 years are spent at the Northern District School of Nursing, Bendigo.

*Educational Standard.*—The minimum is as laid down by the Victorian Nursing Council. A higher standard is preferred.

*Age of Entry.*—17 to 32 years ; no exceptions are made. Applications should be made three months ahead.

The Hospital Committee pays student nurses' premiums to join a hospital benefits society. This should cover the cost of hospital and medical fees. *Uniforms.* Provided.

*Accommodation.*—Student nurses are not permitted to live out.

**Mildura Base Hospital** (Daily average of patients 170). *Matron.*—Telephone Mildura 1100.

*Preliminary School.*—1 month, which is undertaken at the Northern District School of Nursing. Subsequently one month's study periods "en bloc" at Bendigo at the end of the first, second and third years of training are applicable.

*Educational Standard.*—Minimum, Intermediate, but Leaving or Matriculation standard is desirable.

*Age of Entry.*—17 to 35 years ; exceptions to the maximum may be made at the discretion of the Dean or the Northern District School of Nursing. Applications should be made on leaving school.

*Uniforms.*—Provided free. Staff are encouraged to join a local hospital fund to meet the cost of personal hospitalization.

*Accommodation.*—Modern Nurses' Home provides comfortable accommodation.

**St. Arnaud District Hospital** (87 beds). *Matron.*—Telephone St. Arnaud 24.

All study blocks are undertaken at the Northern District School of Nursing. First and third year of the three year training period is done at St. Arnaud, the second year at the Mildura Base Hospital. Revision lessons are given by the local doctors, matron and theatre sisters.

*Educational Standard.*—Intermediate standard is required, though higher education preferred.

*Age.*—Between 17 and 35 years.

*Medical Treatment.*—Provided free. *Uniforms.* Provided free.

*Accommodation.*—Student nurses live in a modern Nurses' Home in comfortable surroundings. There are good train services to St. Arnaud from Melbourne, Ballarat and Mildura.



**Swan Hill District Hospital**—(109 beds). *Matron*.—Telephone Swan Hill 800.

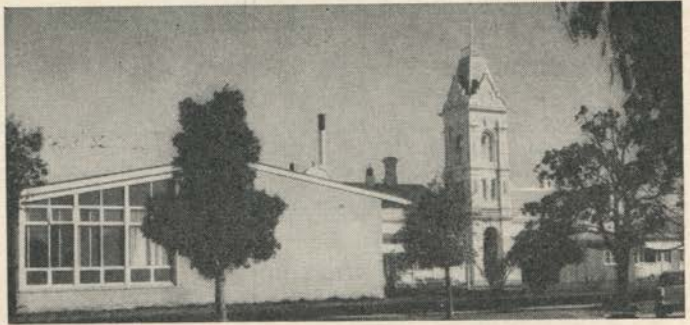
*Preliminary Training School*.—1 month and subsequent study blocks at the Northern District School of Nursing. A 3 years training, the second year of which is spent at Mildura Base Hospital.

*Educational Standard*.—The minimum of Intermediate standard is required. Higher educational qualifications are preferable.

*Age*.—17 to 35 years ; exceptions to the maximum under certain circumstances. Applications should be made three months ahead.

*Medical Treatment*.—Free. *Uniforms*. Provided.

The hospital serves a wide district and has good transport facilities. Large wards provide pleasant working conditions. There is a beautiful modern Nurses' Home in which students live under comfortable conditions.



### **Kyneton District Hospital.**

A well situated hospital, approximately one and a half hours journey from Melbourne. Only the first year of training is taken at this hospital, the second and third years being spent at the Bendigo Base Hospital.

## *Private and Intermediate Hospitals*

**Bethesda Hospital**—30 Erin-street, Richmond, E.1 (110 beds). *Matron*.—Telephone 42 4531.

*Training*.—General nursing. 3 years. 2 Sister Tutors.

Four schools yearly, middle of January, April, July and October.

Preliminary training school of six weeks, with revision blocks before State examinations.

Period spent in Children's Ward, Central Supply Department, Diet Kitchen and Theatre during training.

*Education*.—Intermediate or Leaving standard preferred.

*Age*.—Students must be between the age of 17 and 35 years.

For those wishing to commence training on the completion of their secondary schooling, it is advisable to make inquiries twelve months previous to the desired date of commencement of training, though it is sometimes possible to accept students after a shorter period of inquiry.

*Medical Treatment*.—Provided, but students are required to belong to a hospital benefits association.

*Residences*.—Attached to hospital. Nurses are required to live in residence during general training, but obstetrical students may live out.



**Epworth Hospital**—Erin-street, Richmond, E.1 (176 beds). *Matron*.—Telephone 42 4741.

*Preliminary Training School*.—8 weeks. 2 Sister Tutors. This hospital is a complete training school.

*Education*.—The Intermediate standard or higher is preferred.

*Age of Entry*.—Between 17½ and 30 years of age. Consideration is given to special applicants over 30.

Intending students can usually be placed in the school nearest the time they wish to commence.

*Medical Treatment*.—Free, but every member of the staff must enrol with a recognized hospital benefits society. When hospitalization is necessary, the amount covered by the benefits is paid to the hospital. All uniforms, with the exception of cape, shoes and stockings, are provided.

The Epworth Hospital is a Methodist hospital, but applicants of any denomination are accepted.

**Mercy Hospital**—Grey-street, East Melbourne, C.2 (170 beds). *Mother Superior*.—Telephone 41 5681.

*Preliminary Training School*.—4 weeks. 4 Sister Tutors. Complete training school.

*Education*.—Intermediate standard accepted, but Leaving standard preferred.

*Age of Entry*.—Between 18 and 25 years.

Students should apply two years ahead for general training and one year for midwifery.

*Medical Treatment*.—Provided free. *Uniforms*. Provided.

Student nurses must live in.

**Sacred Heart Hospital**—Moreland-road, Moreland, N.13 (112 general beds) (38 midwifery beds). *Mother Superior*.—Telephone 36 2971.

*Preliminary Training School*.—6 weeks. 2 Tutor Sisters. Complete general training school.

*Educational Standard*.—Leaving or Intermediate preferred.

*Minimum Age of Entry*.—17½ years. No maximum limit determined, individual applicants are considered. Application should be six to twelve months ahead.

*Medical Treatment*.—Provided free. *Uniforms*. Provided.

**St. John of God Hospital, Ballarat**—(200 beds). Telephone 3860.

*Complete Training School*.—3 years. It is proposed that the training school in this hospital will have a school of 70 trainees.

*Preliminary School*.—6 weeks with blocks of 10 days previous to examinations.

Theatres are fitted with the most up-to-date equipment; X-ray Department containing two major X-ray units and one mobile. Also Laboratory and Casualty Department, and Children's Ward.

Patients of all denominations are admitted.

*Education*.—Leaving standard is preferred for those desiring to train, though Intermediate may be accepted.

*Age of Entry*.—17 to 27 years. Application should be made four to six months ahead.

# *A Special Year for Staff Nurses*

## *Austin Hospital*

After graduation trained nurses may make application to gain experience in—Operating Theatre, Children's Unit, Thoracic Unit, Spinal Unit, Orthopaedic Unit, Heidelberg House—(private and intermediate)—medical nursing, or the Cancer Unit.

## *Bendigo and Northern District Base Hospital and All Hospitals Associated With Northern School of Nursing*

A twelve months' course for Staff Nurses is available for graduates of the Northern District School of Nursing. It comprises eleven months hospital experience and four weeks study period at the Northern District School of Nursing. There are two courses each year.

Uniforms will be provided by the hospital, students providing their own veils and brown Oxford type shoes.

Salary as for Staff Nurses according to the Nurses' Award. Students may live in or out. If living in, normal deduction for board and lodging will be made.

Certificate will be awarded by the Northern District School of Nursing. Prospectus and application form available from the hospital or the school.

## *Box Hill and District Hospital*

Nurses completing their training are encouraged to do a fourth year as a Staff Nurse and receive a Staff Nurse certificate.

Selected students are also accepted from other training schools.

The course includes experience in paediatric, medical and surgical wards, casualty and central dressing supply. Theatre experience is also available.

## *Colac District Hospital*

A post-graduate Staff Nurse year is being arranged at this hospital.

## *Geelong and District Hospital (Kitchener Memorial)*

A Staff Nurse in-service course is arranged for newly qualified nurses. The duration of the course is one year. Monthly lectures and visits are arranged. Refresher courses may also be arranged for nurses returning to hospital work after a lapse of time.



### *Glencly Base Hospital—Hamilton*

An interesting course of practical and theoretical instruction. One year's duration. The lectures are designed to impart a sense of responsibility and leadership to the would-be Staff Nurse.

### *Mooroopna and District Base Hospital*

At Mooroopna there is a twelve months' course for Staff Nurses and a certificate is issued at the end of that period.

Experience is given in all wards and departments and arrangements can be made for extra experience to be obtained in any particular ward or department, if desired.

Lectures on the following subjects are included :—

Legal and professional responsibilities ; the Sister's role as nurse, administrator and teacher ; ward management.

Care and comfort of the patient, maintenance of good staff relationships, safe-guarding against hazards, ordering and control of stores and linen, management of inventories, prevention of cross infection.

(a) Hospital food service.

(b) The professional nursing organizations. The lecturers include Medical Superintendent, Manager, Matron, Catering Officer and any other person who may be able to contribute to the value of the course.

### *Royal Melbourne Hospital*

This course is designed to train graduate nurses to take their place as Staff Nurses in a teaching hospital. Instruction is undertaken by Sister Tutors and evening lectures are given by the honorary staff.

Films are arranged at intervals. Technical library and current nursing journals are available.

Practical experience is provided in various wards and departments. Consideration is given to requests for experience in specialist wards.

Dates of commencement—at three-weekly intervals.

Uniforms—provided.

Salary—that of Staff Nurse according to the Determination of the Hospital Nurses' Wages Board. A certificate is awarded on satisfactory completion of course.

## Theatre Courses

### *Footscray and District Hospital*

Footscray and District Hospital will accept a limited number of Staff Nurses for operating theatre training for one year.

On-the-job lectures. Varied practical experience.

### *Prince Henry's Hospital*

Operating Theatre Technique and Management is provided as an in-service course. The length of the course is twelve months commencing March and September. Applicants must be registered nurses.

The course includes anaesthetic room procedure and techniques, lectures, demonstrations and tutorials, which are given in conjunction with practical experience.

### *Royal Children's Hospital*

A practical course for those general trained registered nurses who are interested in Theatre Management and Technique.

### *Royal Melbourne Hospital*

This course for registered nurses is designed to develop a basic knowledge of asepsis and its application to operation technique and routines.

Students assist in all nursing activities of the department. They act as scrub or circulating assistants during operative procedures and assist in carrying out aseptic techniques as developed by the department.



Instruction.—Lectures given by senior nursing and medical staff.

Demonstration and return demonstration.

Informal discussion.

Trips to operating room suites in teaching hospitals.

Visual aids.

Length of Course.—Twelve months.

Dates of Commencement.—Three schools per year, commencing in February, June and October.

Uniforms provided.

Salary.—That of Staff Nurse according to the Determination of the Hospital Nurses' Wages Board.

Certificate.—Awarded on satisfactory completion of course.



## *St. Vincent's Hospital*

1. *A Post-Graduate Course on Theatre Technique and Management.*—Twelve months, giving practical experience in—

- (1) General Surgery.
- (2) Specialized Surgery.

2. *A Course for Anaesthetic Nurses.*—Six months—

- (a) Care of anaesthetic apparatus.
- (b) Assistance to anaesthetist during induction and maintenance of anaesthesia.

3. *A course in—*

- |                       |    |               |
|-----------------------|----|---------------|
| (1) Recovery Room     | .. | } Six months. |
| (2) Intensive Therapy | .. |               |

## *Counselling and Employment*

Registered nurses or nursing aides— as well as parents or prospective student nurses who would like advice on matters connected with nursing in Victoria are welcome to make inquiries from the Nursing Division of the Hospitals and Charities Commission, where highly qualified nurses with many years of experience will be glad to help.

Young nurses finishing their training who are uncertain how to plan for the future or any nurses wanting hospital employment, whether of a permanent or temporary nature, may apply to the Nursing Division where information is available regarding all public hospitals in this State. Make an appointment if possible. Personal talks are usually more valuable than telephone conversations or letters.

The Nursing Division knows the whole picture of nursing in Victoria, including the senior appointments which are

available, and is usually aware of those which are likely to occur.

Well experienced nurses, who feel it is time to settle into an appointment with prospects, are welcome to discuss plans on a confidential level and will be given any assistance possible. Nurses with special requirements in regard to experience can usually be helped.

It is preferable to visit the Nursing Division of the Commission if this is possible, rather than seek advice over the telephone. It is often possible to find individual posts suited to specific needs ; and an appointment is advised.

Refresher and observation periods may be arranged for individuals unless the refresher is one specifically required by the Victorian Nursing Council. In the latter case the arrangements should be made through the Victorian Nursing Council, 431 St. Kilda-road, Melbourne.

# Post Basic Courses

The following interesting courses are available for registered nurses who wish to specialize in a particular field.

## Midwifery

Twelve months course for the general trained nurse.

Midwifery nursing undoubtedly appeals to the maternal instinct in most nurses who like to feel they can cope with any emergency and the midwife is secure in the knowledge that she can bring a new life into the world.

Details of Midwifery Training Schools are given on pages 36 to 38.

## Infant Welfare

A four-months course is taken after general and midwifery training. The triple certificated sister may then work in an infant welfare centre. In any case it is wise for all nurses working with mothers and babies to have completed this course.

## Communicable Diseases

Many who have taken the six-months course in this branch of nursing have found the knowledge useful as well as interesting.

## Orthopaedic Nursing

Six-months course. The Royal Children's Hospital Orthopaedic Section was the fore-runner of the modern orthopaedic hospital in Australia. Its sunny open-air wards looking out over the sea are places where both nurses and patients are brown and happy.

## Gynaecological Nursing

A course of four months which is concerned particularly with diseases of women.

It is doubtful if any other profession gives its members such a wide choice in so many fields—both at home and abroad—and in each of them the trained nurse will be a wonderful asset to the community. Other courses for registered general trained nurses are—

Eye and Ear Nursing	..	..	..	..	6 months
Tuberculosis Nursing	..	..	..	..	6 months
Operating Theatre Management	..	..	..	..	6 to 12 months
Psychiatric Nursing	..	..	..	..	12 months
Radiotherapeutic Nursing	..	..	..	..	6 months
Special Staff Nurse Course	..	..	..	..	1 year



# Midwifery

The course is of twelve months duration and the salary according to the current Nurses' Board Determination.

## **Ballarat and District Base Hospital.**

This hospital has a small but excellent training school for midwives. Students receive good ante-natal tuition, attending the mother in the birth room and the after-care period. By this method it is firmly believed that the patients have excellent personal attention.

## **Bendigo and Northern District Base Hospital.**

Curriculum as laid down by the Victorian Nursing Council. Four courses each year commencing on the second Monday in the months of March, June, September, December.

Uniforms are provided, students wear their own veils, brown Oxford type shoes. Hospital certificate and badge are awarded to those successful in this course.

## **Box Hill and District Hospital.**

Provides excellent experience and an interesting educational programme.

Students may reside in modern Nurses' Home or live out, whichever they desire. A 40-hour week of straight shifts is worked. Uniforms are provided by the student to hospital pattern.

## **Footscray and District Hospital.**

Modern midwifery unit offering plenty of valuable practical experience. A comprehensive educational programme is arranged in this well-equipped hospital which is air-conditioned. Single room accommodation available in an up-to-date Nurses' Home if required ; otherwise student midwives may live out.

Following the State Final Examinations students become registered in midwifery. Hospital certificate is also awarded.

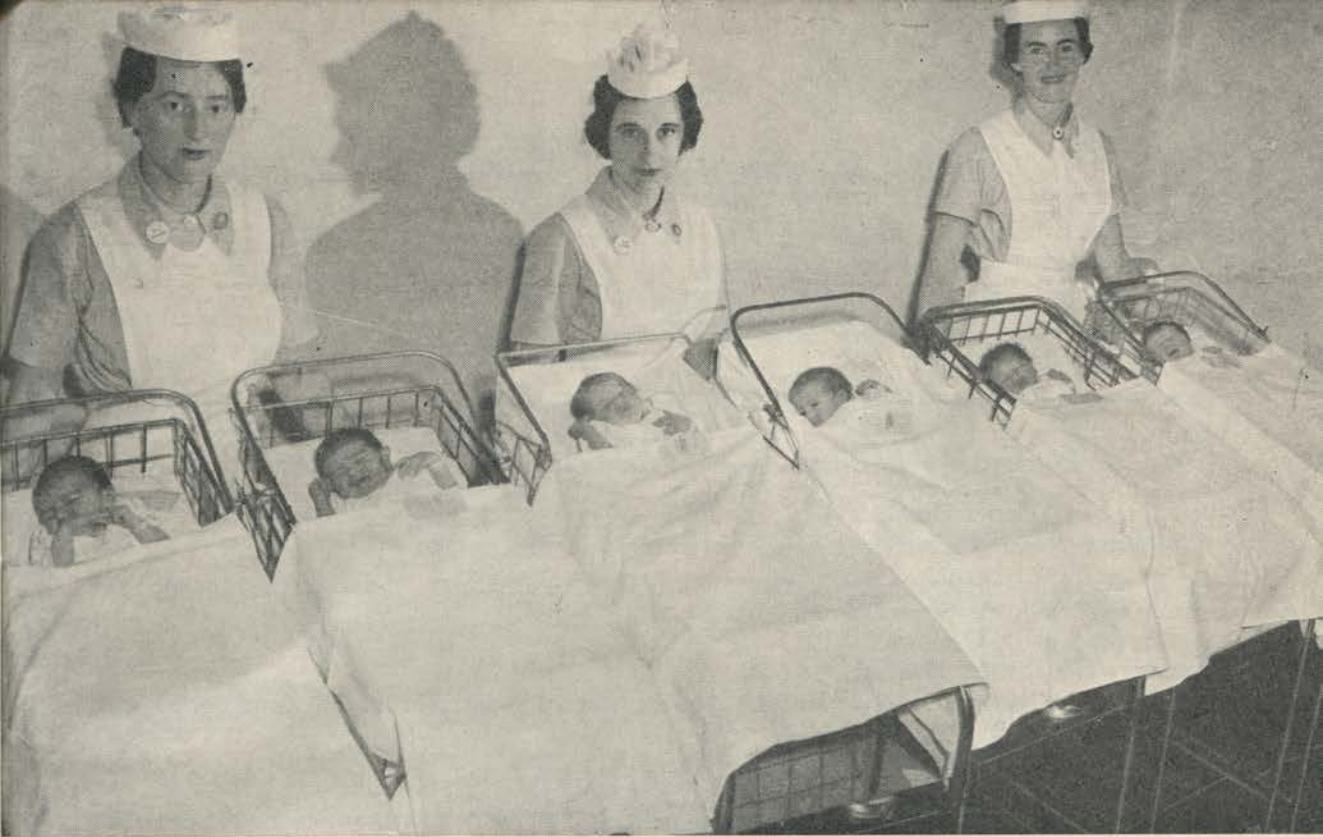
## **Queen Victoria Memorial Hospital.**

The school is staffed by three Sister Tutors and there is a preliminary school of one week open to nurses who have completed their general training.

Applicants are accepted between the ages of 20 to 40 years, though older applicants may be considered in some cases.

The Queen Victoria Memorial Hospital nursing trainees enjoy excellent conditions which include—40-hour week, straight hours of duty, free medical treatment, and hospital treatment at reduced rates. A special living out allowance is paid.





### **Royal Women's Hospital.**

Recognized by the Victorian Nursing Council. It is also recognized by the Central Midwives Board in England though it is necessary to complete a minimum of one month of district nursing before registration is possible there. This is required because domiciliary deliveries are not carried out in this country.

*Certificate.*—A hospital certificate is awarded to those who satisfactorily complete the course.

*Prerequisites for Course.*—General nurse training and current State registration in Victoria. A medical certificate to the effect that the applicant is in sound health and physically fit to undergo the training.

Courses begin approximately every six weeks. There are schools in January, February, March, June, August, September and November, each year.

Uniforms and caps are supplied. Applicants are required to provide aprons and belts.

### **St. George's Hospital, Cotham-road, Kew.**

The midwifery course is for registered general nurses. The course covers the full curriculum required by the Victorian Nursing Council for registration as a midwife. A uniform grant is made on completion of training.

St. George's Hospital certificate and badge are issued at the successful completion of the course.



## *Private Hospital Midwifery Training Schools*

Bethesda, Erin-street, Richmond.

Sacred Heart, Moreland-road, Moreland.

St. Vincent's Maternity Hospital, Victoria-parade, East Melbourne.

Mercy Hospital, Grey-street, East Melbourne.

## *Refresher Courses—Midwifery and General*

### **Box Hill and District Hospital.**

Refresher and observation courses are arranged at this hospital.

If necessary employment as a Staff Nurse may be arranged. Lectures are attended by arrangement with the Sister Tutor.

### **Footscray and District Hospital.**

Length of course is six months. Nurses receive experience in all departments and attend lectures.

### **Royal Women's Hospital.**

At times nurses who have not been practising midwifery desire to bring themselves up-to-date with current practice. There are two ways in which this can be done—

1. To spend a period of observation at the hospital—a month is suggested. Time can be spent in all sections including labour wards and lectures can be attended. No ward responsibility is accepted leaving complete freedom to move where and when desired. As no responsibility is accepted, it will be understood that no salary is offered in these circumstances.
2. To spend a period at Staff Nurse level accepting some responsibility. The length of time suggested is three months, to be spent one month in each of ante and post-natal wards, premature babies' unit and labour ward. This gives an opportunity to "refresh" methods and current practice. Lectures may be attended.

### *Prerequisites for Courses.*

General and midwifery certificates and State registration in Victoria for both.

### *Frequency of Courses.*

Either course may be commenced at any time.

### *Uniform.*

Course 1—To be supplied by applicant.

Course 2—Uniforms and caps supplied.

### *Salary.*

Course 1—No salary.

Course 2—Salary at Staff Nurse rate.



# Infant Welfare

## *Four Months Duration.*

This training may be undertaken at any one of the following training schools, viz :—

- (1) Presbyterian Babies' Home, 19 Canterbury-road, Camberwell.
- (2) Queen Elizabeth Hospital for Mothers and Babies, 96 Keppell-street, Carlton.
- (3) Tweddle Baby Hospital, 398 Barkly-street, Footscray.

Prospective students are required to pay a premium at the commencement of training. Bursaries are awarded to selected applicants through the Maternal and Child Welfare Branch of the Department of Health.

At the end of the training period the student, providing she has passed her training school examination, sits for a State examination conducted by the Victorian Nursing Council. If successful in this examination the student is entitled to Infant Welfare registration and she may apply for a post in a Municipal Centre.

*A Post-Graduate Pre-School Course* of three months' duration for Infant Welfare Sisters is conducted by the Kindergarten Training College. The Government provides four bursaries annually.

Enquiries may be made at the Materna and Child Welfare Branch of the Department of Health, 278 Queen-street, Melbourne, C.1. Telephone No. 67-8411.

# Eye, Ear, Nose and Throat Nursing



## **The Royal Victorian Eye and Ear Hospital.**

At the end of this course of six calendar months' duration, both hospital and State examinations are held, the course being recognized by the Victorian Nursing Council.

During the course experience is gained in the various Eye, Ear, Nose and Throat Wards, Eye and Ear Out-patients' Departments, Operating Theatres, Casualty, &c. Other specialist departments visited are the Orthoptic Clinic, Speech Therapy Clinic, which includes the teaching of lip reading to deaf children, the investigation of the deaf, &c.



## *Gynaecological Nursing*

### **Royal Women's Hospital.**

A course of four calendar months' duration is recognized by the Victorian Nursing Council. One month in the operating theatres is included.

Features of the course—Lectures by honorary medical staff and technical specialists. Experience in wards covering advanced radio-surgical surgery and care and visits to special departments. Lectures given during duty hours.

Certificate—A hospital certificate is awarded to those who satisfactorily complete the course.

Prerequisites for Course—General nursing training and current State registration in Victoria.

Frequency of Courses—Courses begin in mid-February, mid-June and mid-October each year.

Uniform—Uniforms and caps are supplied.

Salary—Salary is at the rate of a first year Staff Nurse.

## *Communicable Diseases Nursing*

### **Fairfield Hospital.**

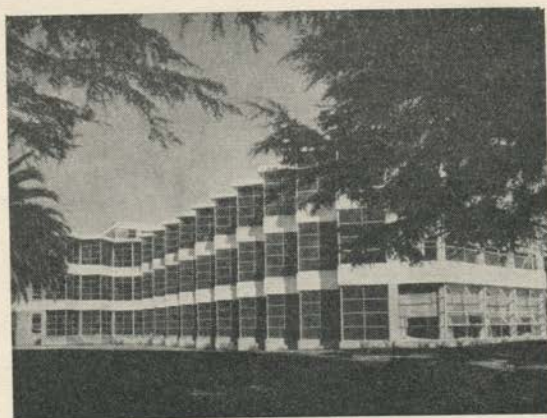
Length of Course—Six months.

Eligibility—Any general trained nurse registered with the Victorian Nursing Council. Applications should be made three to six months ahead. A limited number is taken for each course.

Courses are held three times yearly. Experience is gained in Acute and Convalescent Fever Wards, Children's Ward and Respirator Ward.

Lectures are given in duty time.

Lecturers—Senior Medical Officers, Senior Pathologist, Senior Sister Tutor.





## Orthopaedic Nursing

### Royal Children's Hospital (Orthopaedic Section) Mt. Eliza.

The Orthopaedic Section of the Royal Children's Hospital, Melbourne, is registered by the Victorian Nursing Council as a training centre in orthopaedic nursing.

The course of six months' duration is open to general nurses, who are registered with the Victorian Nursing Council.

The salary is that of first year Staff Nurse, and accommodation is provided in the Nurses' Home.

On successful completion of the course, students receive the hospital certificate and are eligible to register this special qualification with the Victorian Nursing Council.

One course commences early February each year. Students are supernumerary members of the staff.



In addition to specialized lectures five months are spent in wards and departments of the hospital, as well as one month's observation period at the Alfred Hospital. Visits are made to special units at Fairfield Hospital, Austin Hospital and Royal Children's Hospital, Parkville, a Rehabilitation Centre, a Splint Shop, a Hospital School and The Victorian Society for the Care of Crippled Children and Adults.

## Paediatric Nursing

### Royal Children's Hospital.

This post-graduate course is open to registered general trained nurses.

The course is of twelve months' duration, divided into six months intensive study on a student basis and six months as a staff member with associated tutorial guidance.

For the first six months the student receives reimbursement at current rates for first year Staff Nurses.

Accommodation is provided at the Nurses' Home, Parkville, for which a deduction is made. Students provide their own uniforms; white coats and veils may be worn if preferred.

During the first six months the nursing students attend from 9 a.m. to 5 p.m. from

Monday to Friday with Saturday and Sunday free. For the second six months the students work as staff members. Uniform allowance is paid and students may live out if they wish; living out allowance will then be paid.

Courses commence in January and July of each year. Teaching in all aspects of child care is given. Lectures are given by the senior tutorial staff and by members of the senior medical and nursing staffs. The nursing students attend ward teaching rounds on a medical student basis. Test papers are given during this period and at the end of the course an examination is held.

A hospital certificate is given on successful completion of the course.



## *Radiotherapeutic Nursing*

### **Peter MacCallum Clinic.**

Approval was given by the Victorian Nursing Council in 1957 for a course in radiotherapeutic nursing to be conducted for registered nurses at the Cancer Institute.

A copy of the syllabus for the course may be obtained from the matron.

The course is at present held yearly commencing in April-May and is of six months' duration.

Uniforms are supplied and salary is at the rate for a first-year sister.

Post-graduates are required to remain on the staff of the institute for a further six months, the exception being those members who are financially sponsored by parent hospitals or the armed services.

Examinations are carried out by the Victorian Nursing Council at the end of each course.

Successful applicants are eligible for State registration in this branch of nursing and are also given a certificate by the Cancer Institute Board.

## *Tuberculosis Nursing*

A course in Tuberculosis Nursing is available to any general trained registered nurse.

The course is of six months' duration, approved by the Victorian Nursing Council, and conducted jointly by the Department of Health and the Austin Hospital, Heidelberg.

Students may be on the nursing staff of—

**Cresswell Sanatorium, Mont Park,** or the **Austin Hospital** and sit for an examination set by the Council on completion of training.

The training period comprises—

- (a) Ten weeks at Gresswell Sanatorium or Austin Hospital. Lectures, demonstrations, &c., are carried out by the medical officers and the Tutor Sister.
- (b) Twelve weeks of surgical tuberculosis nursing at Austin Hospital.
- (c) Four weeks at the Central Tuberculosis Bureau covering home visiting and general study of tuberculosis management.

For further details apply The Director, Tuberculosis Branch of the Department of Health, Telephone 67-7033.

## Relieving Nursing Service

Relieving nurses are sent to small country hospitals and it is essential that they are registered or registrable in Victoria in mid-wifery, as well as general—it is helpful to be able to undertake theatre duty if required.

The Relieving Nursing Service is designed to assist small country hospitals by providing staff in emergencies and relieving nurses are sent by the Commission to those hospitals most urgently in need of help; the usual length of stay at each hospital is four weeks.

As relieving nurses must be put to the best possible use it would be unusual for

two or more nurses to be sent to the same hospital.

A depot for permanent storage of heavy luggage and "in transit" sleeping and living accommodation can be made available in or near Melbourne for members of the Relieving Nursing Service.

Mileage rate according to the make of car is paid where the sister's own car is used to travel from one hospital to the other.

For details apply Hospitals and Charities Commission, Nursing Executive Officer, I.C.I. House, 1 Nicholson-street, Melbourne.

## District Nursing

District nurses travel by car to patients in 60 districts around Melbourne covering an area of 700 square miles, bounded by an arc sweeping from the sea at Portsea, through the Shires of Ferntree Gully, Epping, Broadmeadows, Keilor, St. Albans and back to the sea at Altona.

The headquarters are situated at 452 St. Kilda-road, Melbourne, S.C.2.

District Nursing Services are also run by or in conjunction with many large country hospitals. For information ask matron of the hospital.

Perhaps no better description of the work of District Nursing can be given than that taken from the writings of Florence Nightingale, 1820-1910, in which she says :

“ We look upon the District Nurse as the great comforter of the sick, training as well as nursing them out of ill health into good health.”

Today, as in Miss Nightingale's day, a district nurse needs to possess high personal attributes as well as nursing skill and the Melbourne District Nursing Service has a proud record of over 75 years, for a skilled and devoted staff.

District nurses are provided with uniforms and transport, receive five weeks annual leave, and a superannuation scheme and long service leave. Residence at headquarters is available.





# *Post Graduate Scholarships*

## *Colleges and Organizations*

### *Florence Nightingale Scholarships*

Nurses with suitable qualifications may apply for scholarships for one of the following courses to be held at the College of Nursing, Australia, Nurses' Memorial Centre, 431 St. Kilda-road, Melbourne.

Nursing Administration Diploma—One academic year.

Sister Tutor Diploma—One academic year.

Midwife Tutor Diploma—One academic year.

Ward Sister Diploma—Six months.

Theatre Management and Teaching—Six months.

A prospectus for each course is available on request from the Honorary Secretary of the Victorian State Committee of the College of Nursing, Australia, or the Director of Post-graduate Education, College of Nursing, Australia, both of 431 St. Kilda-road, Melbourne.

Successful applicants for scholarships provided by the Hospitals and Charities Commission for Nursing Administration, Sister Tutor and Midwife Tutor courses will be asked to sign an agreement with the Hospitals and Charities Commission to serve for a period of two years in an approved hospital in Victoria

in a capacity in keeping with the course undertaken. The agreement for Ward Sisters and Theatre Sisters will be for not less than twelve months.

The final recommendations for scholarships will be made by the Florence Nightingale Committee of Australia, Victorian Branch, and successful students will be known as Florence Nightingale Scholars.

If an applicant has not completed Part I. of the course (information regarding this must be obtained from the College of Nursing, Australia), this would not debar her from appearing before the selection committee when called upon to do so, but scholarships will not be paid until evidence has been received by the Commission that the selected applicant has been offered a vacancy at the College. As vacancies are offered only to those who have successfully completed Part I. it is important that application should be made to the College as soon as practicable.

Applications for scholarships for the coming year should be made not later than the middle of October through the hospital in which the nurse is employed, or direct to the Nursing Executive Officer, the Hospitals and Charities Commission, I.C.I. House, 1 Nicholson-street, Melbourne, Telephone 32-4511. Earlier application will be appreciated.



## *The College of Nursing, Australia*

The College of Nursing, Australia, is a body of Fellows, whose main object is to contribute to the improvement of nursing education and service through the provision of post-graduate courses for nurses.

The College is conducted on a national basis and does not belong to any one State, though the present headquarters are at the Nurses' Memorial Centre, 431 St. Kilda-road, Melbourne.

## *International Council of Nurses*

This is a world-wide organization to which all recognized nursing professional organizations are affiliated. The Royal Australian Nursing Federation is the affiliated body representing

Australian nursing, the Royal Victorian College of Nursing being the representative organization in Victoria.

## *Royal Victorian College of Nursing*

All trained nurses are encouraged to become a member of their professional organization in Victoria. Student nurses are also encouraged to become associate members. There are branches throughout the State.

The Royal Victorian College of Nursing promotes and protects the interests of nurses, and advises and assists with problems affecting salary, superannuation, &c., through the medium of the Industrial Relations Officer.

## *Royal Australian Nursing Federation*

The Federation sponsors members proceeding abroad for study and experience and arranges suitable courses, itineraries and appointments. An accredited member of the Federation will find that the national nursing organization in the countries which she visits will be ready to help and assist her in every way: this gives her a great sense of security.

As a proportion of the subscription paid annually to her State association is forwarded for the maintenance of these two bodies.

To the profession the R.A.N.F. gives leadership; it is the medium whereby much information is channelled, and it helps to preserve and to uphold ideals which give nursing an honorable place among the professions.

A member of the State professional nursing association, which in Victoria is the Royal Victorian College of Nursing, is automatically a member of the R.A.N.F. and the I.C.N.,

Further information may be obtained from the Secretary-General of the Royal Australian Nursing Federation, Suite 18, Queens-road, Melbourne, S.C.2, telephone 26-4314.

## *National Nursing Education Division*

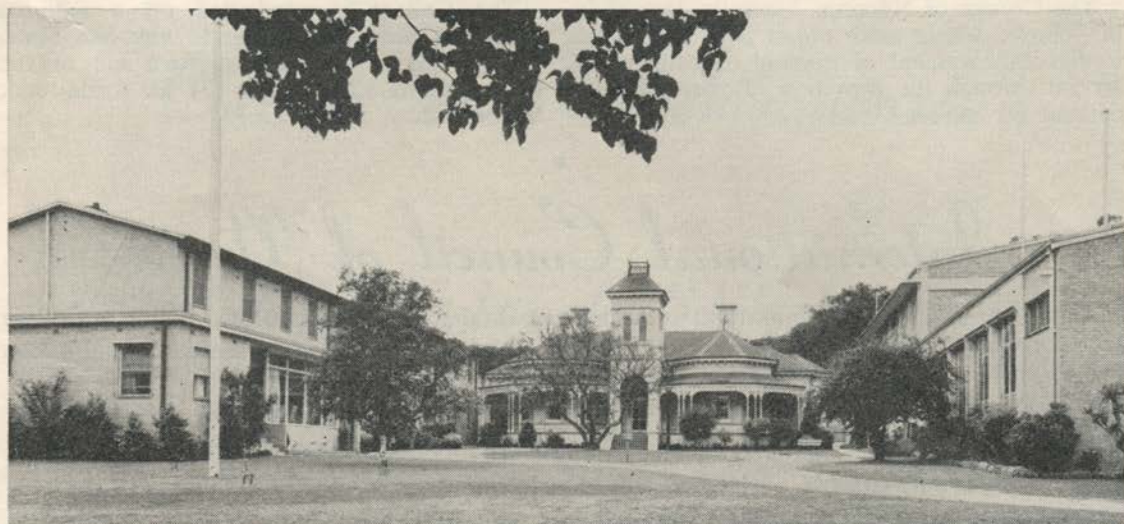
This consultative body has been established by the Royal Australian Nursing Federation and the National Florence Nightingale Committee of Australia to undertake nursing research and advise on nurse education throughout Australia.

Bursaries have been awarded by the Florence Nightingale Committee to enable trained nurses to study research at university level.

Close contact is maintained with overseas schools of nursing, also with W.H.O.



## *Nurses' Memorial Centre*



The Nurses' Memorial Centre was originated to honor the memory of the Australian Nursing Sisters who lost their lives during World War II. The Memorial was made possible by the generosity of the people of Victoria who during 1947 and 1948 subscribed £121,000. Envisaging the future of the nursing field the trustees purchased 431 St. Kilda-road, Melbourne.

A building programme has been carried out by the Council of the Centre and all nursing organizations now have their headquarters at this Centre. A centrally heated hall is available to nurses for lectures, conferences and meetings, and lovely gardens surround the Centre.

In the original home are reception and dining rooms. Receptions can be arranged for nurses and morning and afternoon teas, as well as meals, are served.

Accommodation for a limited period is available to any nurse in a residential wing, which has its own lounge and laundry facilities. Breakfast trays may be ordered.

## *Clive Steele Memorial Nursing Library*

This new library is open to all registered nurses and nursing trainees and to the co-operating libraries with which it is hoped to become affiliated. A librarian has been appointed and will be glad to welcome you and to help with library problems.

At present, the collection is fairly small but it is hoped that it will expand quickly. The library specializes in the literature of nursing. The related fields of public health and social medicine are also covered. In addition to the main collection, there is another smaller one—books of general interest for leisure reading. The library subscribes to the main nursing journals and has a growing file of other reference material.



# The Nursing Aide in Victoria

The need for the nursing aide as a worker in the hospital team arose from an increase in duties connected with bedside care and the heavier load of technical procedures now carried out by the general nursing student and trained nurse.

The place of the nursing aide in the team is that of an assistant to the nurse, her duties being confined to bedside care. This care includes the provision of patient comfort, cleanliness, nourishment and contentment, together with the attractiveness and hygiene of their surroundings.

The training a nursing aide receives to fit her for her work occupies one year, with a six weeks preliminary period of lectures

and demonstrations at a special school, followed by ten and a half months' practical experience in a hospital. She is taught how to care for sick patients, both young and old. She is taught the general principles of hygiene. She learns to work methodically, to appreciate the need for cleanliness and order in all nursing work, and to understand her responsibility in the treatment of disease and its prevention. She also learns the value of nutrition in sickness and health.

Though the registered nursing aide is comparatively young in the service of nursing, she is earning appreciation for a job well done and can be proud of her own special part in the care of our sick and infirm.

## Training Programme

The preliminary training school is of six weeks duration and during this time the student nursing aide will receive instructions by lectures and demonstrations which will prepare her for entrance into the wards of hospitals where she will receive her practical training.

The *Practical Training* lasts ten and a half months and takes place in city and country hospitals which have been approved as Nursing Aide Training Schools. Nursing care lectures are continued in hospital.

### Examinations.

A simple written test is given, but examinations are mainly practical and usually carried out in the wards of the student's own hospital.

The duration of the course is twelve months, and the minimum age for commencement of training is seventeen years. Education is required at least to 8th Grade—applicants must be in good physical and mental health.

### Registration.

Satisfactory completion of the course entitles the nursing aide to registration with the Victorian Nursing Council and recognition of the certificate is given by the Nurses' Board in Western Australia and Tasmania. In Victoria it is necessary to be a registered nursing aide to hold an annual practising certificate if she wishes to be employed as a nursing aide.

N.B.—Her nursing aide training does not qualify a nursing aide to practise privately. She must only work under the supervision of a trained nurse.

From the moment she begins her training a nursing aide receives a salary which varies from time to time in accordance with the determinations of the Wages Board set up under State law. Tuition is free and uniforms are provided and laundered free.



### *Accommodation.*

Provided in hostel at the school and Nurses' Home of training hospital.

On qualification, a nursing aide employed in a hospital in Victoria subsidized by the Hospitals and Charities Commission may apply

for membership of the Institutional Staff Superannuation Fund entitling her to the full benefits available.

Application forms may be obtained from the Principal of a Nursing Aide School, or the Matron of the Nursing Aide Training School of your choice.

## *Nursing Aide Training Schools*

### **Metropolitan Training Schools.**

*Fairfield Hospital*, Fairfield (tel. 48 1121).  
Affiliated hospital—Preston and Northcote Community Hospital.

*Melbourne Nursing Aide Training School*, 376 Toorak-road, South Yarra (tel. 24 5220).

#### Affiliated hospitals—

##### Metropolitan—

After Care Hospital.  
Austin Hospital.  
Caulfield Hospital.  
Melbourne Home and Hospital for the Aged, Cheltenham.  
Royal Children's Hospital (Orthopaedic Section) Mt. Eliza.  
Royal Victorian Eye and Ear Hospital.  
Royal Women's Hospital, Carlton.  
Caritas Christi.  
Peter MacCallum Clinic.

#### Affiliated hospitals—

##### Country—

Alexandra District Hospital.  
Daylesford District Hospital.  
Latrobe Valley Community Hospital.  
Mansfield District Hospital.  
Mooroopna and District Hospital.  
Traralgon District Hospital.  
Westernport Memorial Hospital—Koo-Wee-Rup.  
Woorayl District Memorial Hospital, Leongatha.  
Yarram and District Hospital.

*Mount Royal Home and Hospital—Royal Park.*

Affiliated hospital—Wodonga District Hospital.

### **Country Training Schools.**

*Ballarat—Queen Elizabeth Home and Hospital.*

Affiliated hospital—Ballarat Base Hospital.

*Bendigo—Bendigo Home and Hospital.*

Affiliated hospitals—  
Bendigo Base Hospital.  
Kerang District Hospital.  
Swan Hill District Hospital.

*Castlemaine—Alexander Home and Hospital.*

Affiliated hospitals—  
Bendigo Base Hospital.  
Kerang District Hospital.  
Kyneton District Hospital.  
Swan Hill District Hospital.

*Geelong—Geelong Base Hospital.*

Affiliated hospitals—  
Colac District Hospital.  
Grace McKellar Home.

*Warrnambool—Corangamite Nursing Aide Base Hospital*

Affiliated hospitals—  
Camperdown District Hospital.  
Koroit and District Memorial Hospital.  
Norah Cosgrove, Terang.  
Port Fairy Hospital.  
Portland and District Hospital.  
Hamilton (Glenelg Base Hospital).



*Warracknabeal—Wimmera Nursing Aide Training School.*

Affiliated hospitals—

Ararat Hospital.  
Mildura Base Hospital.  
Nhill District Hospital.  
Ouyen District Hospital.  
Stawell District Hospital.  
St. Arnaud District Hospital.  
Warracknabeal District Hospital.  
Wimmera Base Hospital, Horsham.

**Independent Metropolitan Training Schools.**

Greenvale Village, Greenvale.  
Repatriation Hospital, Heidelberg.

**Independent Country Training Schools.**

Bairnsdale—Gippsland Home and Hospital.  
Sale—Gippsland Base Hospital.

**Tuberculosis Nursing Aide Training Schools.**

Gresswell Sanatorium—Mont Park.  
Heatherton Sanatorium—Cheltenham.





# Mothercraft Training

This training may be undertaken at any one of the nine Mothercraft Training Schools, viz :—

Bethany Babies' Home	Gibb-street, North Geelong.
Foundling Hospital ..	Berry-street, East Melbourne.
Foundling Hospital (St. Joseph's)	Broadmeadows East.
Methodist Babies' Home	Copelen-street, South Yarra.
St. Gabriel's Church of England Babies' Home	201 Whitehorse-road, Balwyn.
Tweddle Baby Hospital	398 Barkly-street, Footscray.
Grey Sisters' Mother and Child Care Centre	6 Mont Albert-road, Camberwell.
Presbyterian Babies' Home	19 Canterbury-road, Camberwell.
Queen Elizabeth Hospital, for Mothers and Babies	96 Keppell-street, Carlton.

The course is residential and is of fifteen months' duration. It consists of training in the care and management of well babies and children from birth to six years. At the conclusion of training, mothercraft nurses sit for a State examination set by the Victorian Nursing Council and if successful, obtain registration with the Council.

Provisions regarding uniforms for, and wages of, mothercraft trainees vary with individual training schools. Details should be obtained from the chosen school.

Mothercraft nurses may obtain positions in private homes, in nurseries, in midwifery hospitals, or in residential or day care centres.

A pre-school post-graduate course for mothercraft nurses is conducted by the Maternal and Child Welfare Branch of the Department of Health. This course is of six months' duration and gives additional experience in the care and management of the pre-school child.

Pre-school mothercraft nurses may obtain positions in residential or day care centres and are approved as pre-school play leaders.

There are no bursaries available for mothercraft training, but the Department provides bursaries for pre-school mothercraft training. These bursaries provide a living allowance per month and in addition to this a sum is provided towards the cost of fares. Twelve months' service in an approved post is required at the completion of the course.

Candidates for mothercraft training must have passed the second year post primary education standard of the Department of Education or satisfy the Director of Maternal, Infant and Pre-School Welfare that she has the equivalent of this level of education.

The Maternal and Child Welfare Branch of the Department of Health conducts a Mothercraft Nurses Bureau through which mothercraft nurses may obtain posts and parents seek nurses.

# Mental Health Authority

## Psychiatric Nursing

Psychiatric nursing in Victoria, open to both men and women, offers you interesting, stimulating and satisfying work, an unrivalled opportunity to play a vital part in the progressive patient and will provide you with a secure and happy future.

The future of psychiatric nursing will keep pace with the general trend of patient care

which is gradually moving from the hospitals out into the community with clinics, day hospitals and other community mental health services. Only those who equip themselves in the present with knowledge and skill, will be ready to accept the challenge and opportunity which awaits the mental health nurse of the future.

## Psychiatric Nurse Training

Three years of interesting training prepares you to become a registered psychiatric nurse.

Age requirements—18 to 40 years.

Education qualification—at present—Proficiency is accepted, but Intermediate standard is preferred; but it is very shortly to be the same as for general nurse training.

A new syllabus of training has been put into practice and lectures are given in General Nursing, Psychiatric Nursing, Human Biology, First Aid, Ward Management, Physical Illness, Principles of Asepsis and Bacteriology, Psychology and Psychiatry.

Training commences in the Preliminary Training School and 2nd and 3rd year study blocks are also held in the Training Centres Principles of occupational therapy are taught whilst in block.

Films and visits of educational interest form part of the training programme.

Clinical ward demonstrations in each year of training are given by the medical officers.

*Examinations.*—First professional and final mental nursing are conducted by the Victorian Nursing Council.

A second year examination is conducted by the Department of Mental Hygiene.

*Promotion.*—After satisfactory completion of training and registration with the Victorian Nursing Council, an appointment as Staff Nurse is immediately available.

*Post-Graduate Training in General Nursing.*—Liberal subsidies are provided for selected nurses wishing also to undertake general training.

## Mental Hospitals

### Metropolitan.

Royal Park.  
Kew.  
Mont Park.  
Larundel.  
Bundoora (Male).

### Country.

Sunbury.  
Ballarat.  
Beechworth.  
Ararat.  
Warrnambool (Male).

Penalty rates are paid for week-ends, public holidays and hours worked in excess of 40.



### **Nursing Conditions.**

*Accommodation.*—Excellent accommodation in comfortable, modern Nurses' Homes. Single bed-sitting rooms provided if required. Nurses may live out if preferred. Accommodation is limited in some hostels for male students.

*Uniforms.*—New attractive uniforms provided free.

*Sick Leave.*—Liberal sick leave is granted. This is cumulative.

*Annual Leave.*—Three weeks per year plus substituted leave for public holidays.

*Hours of Duty.*—40 per week, with either day or night.

*Superannuation.*—Permanent nurses contribute to a generous scheme which provides them with a pension when they retire.

### **Mental Deficiency Nursing.**

Mental deficiency nursing, or nursing of the intellectually handicapped, is open to both men and women. You will derive a deep sense of personal satisfaction and fulfilment in the nursing of those who are intellectually handicapped, and in the training in occupation, recreation and a routine way of living, of those who can be helped to help themselves—some to the point of earning their own living.

### **Mental Deficiency Nurse Training.**

The training period is three years to become a registered mental deficiency nurse.

Age requirements and educational qualifications—as for psychiatric nursing.

A new training programme is in operation, under the existing syllabus nurses attend a Preliminary Training School, 2nd and 3rd year study blocks and are prepared for the First Professional and Final Mental Deficiency Nursing Examination conducted by the Victorian Nursing Council, and for the Second Year Examination conducted by the Department of Mental Hygiene.

Promotions, salaries and nursing conditions are the same as apply to psychiatric nurses.

### **Training Centres for Intellectually Handicapped Children.**

<i>Metropolitan.</i>	<i>Country.</i>
Janefield.	Stawell.
Travencore.	
Kew Cottages.	

The Nursing Liaison Officer of the Mental Health Authority, 300 Queen-street, Melbourne, will be happy to answer any questions you may have on the subject of psychiatric nursing or mental deficiency nursing.

### **Post-Graduate Psychiatric and Mental Deficiency Nursing.**

A post-certificate course is open to registered general trained nurses wishing to undertake psychiatric or mental deficiency nurse training, registered psychiatric nurses wishing to undertake mental deficiency nurse training, or registered mental deficiency nurses wishing to undertake psychiatric nurse training.

The post-graduate certificate is registerable with the Victorian Nursing Council.

Training conditions :

*Accommodation.*—Excellent accommodation in comfortable modern Nurses' Homes.

Single bed-sitting rooms provided. A charge for board and lodging is made. Nurses may live out if preferred.

Special rates for holiday and week-end duty, plus overtime if worked.

*Hours of duty.*—40 hour week.

*Annual Leave.*—four weeks per year, plus substituted leave for public holidays.

Uniforms provided.

A comprehensive and interesting training programme has been arranged.

### **Ward Assistants in Mental or Mental Deficiency Hospitals.**

A limited number of positions are available for ward assistants who work with patients, and for whom a special training course is provided by the Department of Mental Health.

(Certificates of training to be issued at completion of the course will be valid only within the Department.)

For further particulars write :—The Nursing Officer, Mental Health Authority, 300 Queen-street, Melbourne.



## *The Royal Australian Army Nursing Corps*

The Royal Australian Army Nursing Corps offers trained nurses an interesting career as commissioned officers for service in Australia and overseas.

Sisters are appointed to the rank of lieutenant, with the opportunity for promotion to captain and major.

Daily rates, pay and allowances are generous with a retirement pension scheme. Medical and dental care is provided. For further particulars apply to—

Matron-in-Chief, R.A.A.N.C., Albert Park Barracks, Melbourne, S.C.1.

## *R.A.A.F. Nursing Service*

The Royal Australian Air Force Nursing Service is a mobile force of nursing officers. It is responsible, both at home and overseas, for the care of the sick and injured of the Royal Australian Air Force.

All members of the Royal Australian Air Force Nursing Service are commissioned officers, who are well paid, and have opportunities to travel. Post-graduate study is given to selected members.

A special study is made of the air evacuation of patients by members of the Royal Australian Air Force.

Free medical and dental treatment, plus hospitalization, is available for all members.

Board and uniforms are free and, in addition, there is a generous pension scheme. The R.A.A.F. has two large service hospitals, fully staffed and well equipped, at Laverton (Victoria) and Richmond (New South Wales). For further particulars apply to :—

Staff Officer Recruiting Headquarters, Support Command, R.A.A.F., Victoria Barracks, Melbourne, S.C.1.

## *Registration*

### *Victorian Nursing Council*

The Victorian Nursing Council, a statutory body, established under the new *Nurses Act 1958* succeeded the Nurses' Board of Victoria on 1st March, 1958.

The new Act, as well as consolidating and repealing all previous Acts relating to nursing, provides the Council with the additional powers necessary to ensure that education and training in all branches of nursing can be designed to fulfil the requirements of the community's health services.

The Council has power to advise the Minister of Health of all nursing matters. Nurses form the majority of the members of the Council and most of them are nominated or elected by registered nurses who must hold annual practising certificates. Other members include nominees of the medical profession, the Department of Health and the Hospitals and Charities Commission, as well as a barrister and solicitor and an expert in the field of education.



The functions of the Council include setting the standards required for all types of nurse training and approval and recognition of hospitals and institutions as training schools in the various branches of nursing. The curricula and syllabi of those trainings for which the hospitals are approved, the setting and holding of examinations, registration and the issue of annual practising certificates are also functions of the Council.

In Victoria it is unlawful for any person to practise for gain in any branch of nursing unless she or he is registered with the Victorian Nursing Council and is in possession of a current practising certificate.

The Council may grant temporary registration for the period of training to nurses who come to Victoria from abroad to undertake post-graduate courses and who are not eligible for ordinary registration. Special post-graduate courses alternative or additional to those established under the Act, may be recognized by the Council for the purpose of registration.

Further information may be obtained from—

The Chief Nursing Officer, Victorian Nursing Council, 431 St. Kilda-road Melbourne, S.C.2.

## *Salaries and Conditions: Hospital Nurses' Board*

The Hospital Nurses' Board, commonly known as the Wages Board, is appointed "to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed as:—

- (a) certificated nurses in public, private, intermediate, or community hospitals or in benevolent or in convalescent homes ;
- (b) nurses in training in hospitals recognized as training schools by the Victorian Nursing Council ;
- (c) registered infant welfare nurses engaged in infant welfare work or in work requiring an infant welfare certificate, and who are employed—
  - (i) by any municipality or industrial or commercial corporation ; or

(ii) in any—

infant welfare training school,  
 mothercraft training school,  
 babies' home,  
 pre-school centre (including any creche, nursery, school, kindergarten, or play group) ;

- (d) certificated nurses engaged in connexion with any industrial or commercial undertaking ;
- (e) certificated nurses employed in his practice by a qualified medical practitioner or dentist, or employed by any medical, dental, or nursing society, association clinic or service"—.

Every nurse should know the conditions of the Nurses' Board and it is advisable to have a copy of the award. It can be bought from the Royal Victorian College of Nursing or from the Government Printer.

# *Institutional Staff Superannuation Fund*

A superannuation scheme is available to nurses in Victoria.

At the present time provisions for amendments to the existing scheme are under consideration.

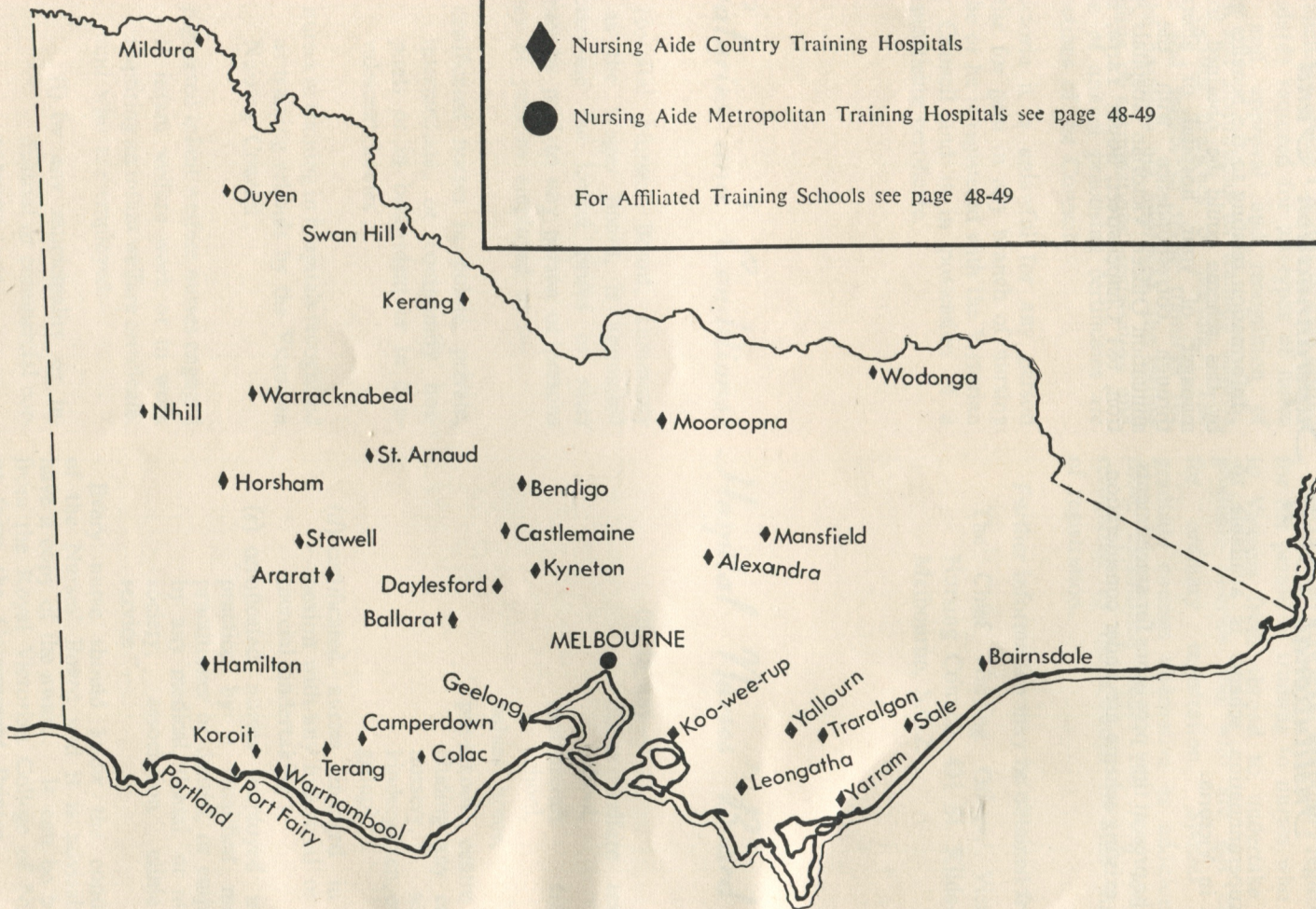
Information relating to the benefits provided by this scheme could be obtained from the manager of your hospital or alternatively through correspondence with the Superannuation Officer, Victorian Hospitals Association, 681 Chapel-street, South Yarra, S.E.1.



◆ Nursing Aide Country Training Hospitals

● Nursing Aide Metropolitan Training Hospitals see page 48-49

For Affiliated Training Schools see page 48-49





### TRAINING SCHOOLS FOR NURSES

#### General Training

● Country

■ Metropolitan

◆ Northern District School of Nursing

Alfred, Austin, Box Hill, Footscray, Preston and Northcote, Prince Henry's, Queen Victoria Memorial, Royal Children's, Royal Melbourne, St. Vincent's, Williamstown, Repatriation General.

#### Midwifery Training

★ Country

★ Metropolitan

Box Hill, Footscray, Queen Victoria Memorial, Royal Women's, St. George's.

