

*Nurse A. R. H. Archibald  
Base Hospital  
Pendigo*

*9<sup>th</sup> November 1962.*

*10.*

*October 1965.*

NURSES BOARD

NURSES ACTS

PROCEDURE BOOK

STUDENT NURSE

*ARCHIBALD - Ann Rosemary Haig.*

1. The chart will be filled in by the Sister Tutor in the Training School and by Sisters in the wards or departments.
2. Entries in the "Ward" columns will be initialled by the Sister who supervises the work.
3. If it is desired, comments may be placed in the "Remarks" column, e.g., "Has done this work particularly well"; "Is not yet confident in this work"; "Cannot do a simple dressing satisfactorily yet," etc.
4. Each entry in the "Remarks" column will be initialled and dated by the Sister making it.
5. Each pupil nurse will be responsible for taking her/~~his~~ chart with her/~~him~~ to a new ward or hospital as the case may be.
6. Procedure Books will be available at any time for inspection by Matron, Nursing Supervisor or Sister Tutor.
7. Procedure Books will be taken to lectures and demonstrations given by the Sister Tutor.
8. Marking Code:—
  - D. . . . . Demonstrated.
  - P. . . . . Practised in Classroom.
  - S. . . . . Practised under supervision in the wards.
  - ✓ . . . . . Proficient.

Procedure Books must be taken to the Practical and Oral Sections of the First Professional and State Final Examinations for presentation to Examiners if required.

T. Represents procedures taught in the classroom but not demonstrated in detail.

ARCHIBALD - Ann Rosemary Haig.



DATE AND PERIOD OF DUTY	1953											1954											1955										
	PRELIM. SCHOOL	1st YEAR CLASS BLOCK ROOM	MALE WARD 9.	PRIVATE MALE WARD K.L.	MALE WARD 8	RELIEVER WARD	MALES WARD KL	MALE WARD CHALET	MALES WARD	2nd YEAR WARD BLOCK	NIGHT DUTY WARD MENS M.T.S.	CHILDREN WARD 7.	2nd YEAR WARD BLOCK	WARD 3. Mens Surgical	NIGHT DUTY. MEN'S SURGICAL + RELIEVER. WARD 4.	MALES WARD 6.	WARD. Female Medical	OUT-PATIENT DEPT.	OPERAT. THEATRE														
Nov 19 to Dec 14 1953	D.P.		X ml	Boh	ml	✓ BR	✓			✓	✓ U.S.		✓ Boh	✓	✓ BR	✓ EIO	✓																
Dec 14 to Dec 28 1953	D.P.					✓ BO	✓			✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Dec 28 to Jan 11 1954	D.P.					✓ BO	✓			✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Jan 11 to Jan 25 1954	D.P.		X ml		✓	✓ BO	✓			✓	✓ U.S.		✓ Boh	✓	✓ BR	✓ EIO	✓																
Jan 25 to Feb 8 1954	D.P.		X ml	Boh	ml	✓ BO	✓			✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Feb 8 to Feb 22 1954	D.S.T.		X ml	Boh	ml	✓ BO	✓			✓	✓ U.S.		✓ Boh	✓	✓ BR	✓ EIO	✓																
Feb 22 to Mar 8 1954	T.S.P.		S ml		S ml	✓ BO	✓			✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Mar 8 to Mar 22 1954		T	S ml							✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Mar 22 to Apr 5 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Apr 5 to Apr 19 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Apr 19 to May 3 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
May 3 to May 17 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
May 17 to May 31 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Jun 1 to Jun 15 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Jun 15 to Jun 29 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Jun 29 to Aug 12 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Aug 12 to Aug 26 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Aug 26 to Sep 9 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Sep 9 to Sep 23 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Sep 23 to Oct 7 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Oct 7 to Oct 21 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Oct 21 to Nov 4 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Nov 4 to Nov 18 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Nov 18 to Dec 2 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Dec 2 to Dec 16 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Dec 16 to Dec 30 1954										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
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Dec 5 to Dec 19 1955										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																
Dec 19 to Jan 2 1956										✓	✓		✓ Boh	✓	✓ BR	✓ EIO	✓																







DATE AND PERIOD OF DUTY

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 June 1981 to July 19

8. DATE AND PERIOD OF DUTY

NURSING PROCEDURE	DATE AND PERIOD OF DUTY												OUT-PATIENT DEPT.	OPERAT. THEATRE			
	PRELIM. SCHOOL	CLASS ROOM	WARD 8	WARD 8	WARD 8	WARD	WARD KL.	WARD CHIEF	WARD	WARD	WARD	WARD					
Rectal Tube— Passage of	KT					✓	✓		✓	✓	✓	✓				5	20
Reports—Writing, Giving, Receiving			x	ms		✓	✓		✓	✓	✓	✓					
Rubber Gloves— Cleaning		T			✓				✓	✓	✓	✓			✓		
Repairing																	
Sterilizing		T			✓					✓	✓	✓			✓		
Storing					✓												
Rubber Tubing— Cleaning		D			✓					✓	✓	✓			✓		
Sterilizing		T			✓					✓	✓	✓			✓		
Storing		T			✓					✓	✓	✓			✓		
Sera— Preparation								SS							✓		
Administration								SS							✓		
Associated Dangers								SS							✓		
Shaving		T													✓		
Specimens—Collection of— Blood		T								✓	✓	✓			✓		
Cerebro-Spinal Fluid															✓		
Faeces	KT									✓	✓	✓			✓		
Pus										✓	✓	✓			✓		
Sputum	KT							✓							✓		
Throat and Nasal Swabs		T													✓		
Urine—Renal Function Tests 24 hour specimen	KT														✓		
Vomitus	KT														✓		
Splints and Extensions— Preparation for Application															✓		





Barkum meal  
" enema.

2nd YEAR  
BLOCK  
T. 28  
T. 48

June 21st.  
to  
August 29th.

Ward 4  
Child PHS.  
✓ MFA

AUGUST  
30th  
to  
September  
27th.

3rd Year  
Block

S. J.

JANUARY 23rd '55  
to

Ward 5  
Mens PHS.  
✓ J.B.

✓ J.B.

WARD 4  
MALE SURG.  
✓ M.

✓ M.

WARD 6  
INFECTIOUS

First Year Block  
Second Year Block  
Third Year Block  
Finalists Block.

AUGUST 17th to SEPTEMBER  
FEBRUARY 3rd to MARCH  
AUGUST 30th to SEPTEMBER  
OCTOBER 3rd to OCTOBER

RD6  
CTIOUS }  
First Year block

Second year block

Third year block

Finalists block.

AUGUST 17<sup>th</sup> to SEPTEMBER 22<sup>nd</sup> 1953.

FEBRUARY 3<sup>rd</sup> to MARCH 30<sup>th</sup> 1954.

AUGUST 30<sup>th</sup> to SEPTEMBER 27<sup>th</sup> 1954.

OCTOBER 3<sup>rd</sup> to OCTOBER 27<sup>th</sup> 1955.

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