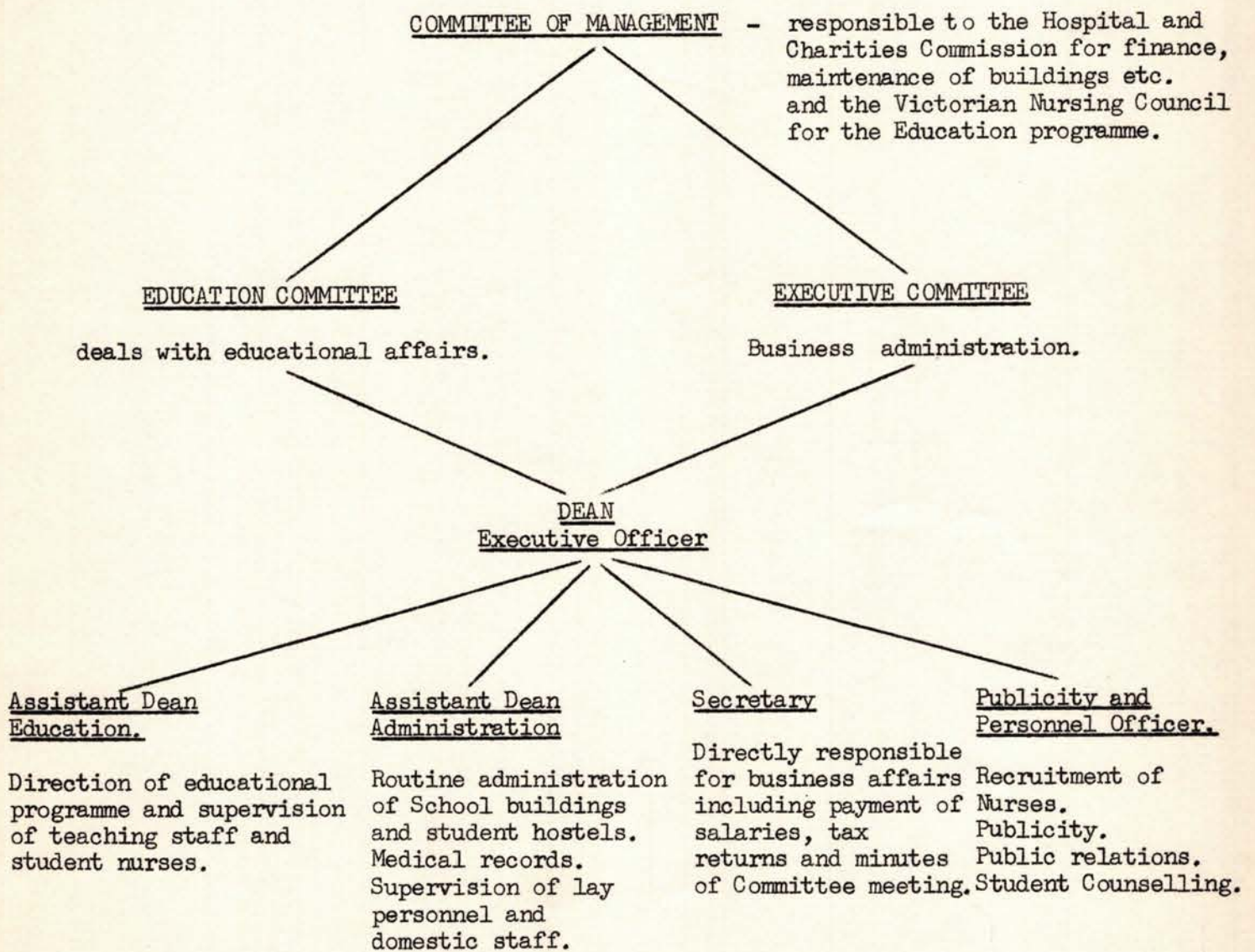


THE NORTHERN DISTRICT SCHOOL OF NURSING.ADMINISTRATIVE PATTERN.

THE NORTHERN DISTRICT SCHOOL OF NURSING.

"Lister House",
37 Rowan Street,
Bendigo, 3550.

1st June, 1972.

STUDENTS' RESIDENCE.

DUTIES AND RESPONSIBILITIES OF THE SUPERVISOR IN RESIDENCE:

It is the policy of the Committee of Management of the Northern District School of Nursing to appoint as Supervisor a senior responsible person, who is able to deal with all disciplinary matters, sickness, and other problems which are likely to arise within the Students' Residence.

Therefore, the Supervisor is basically responsible for all matters pertaining to:-

- (a) the security, organization and administration of the residence,
- (b) the comfort and well being of the students,
- (c) the supervision of linen stores and cleaning materials.

In this respect, the Supervisor is required to inform the Dean or her Deputy of problems encountered and action taken - where this applies.

To assist communication between the administrators, the Supervisor shall confer regularly with the Assistant Dean (Administration), at mutually convenient times.

1. ADMINISTRATION:

The administrative pattern of the School is set out in the attached plan.

In administering the residence, the Supervisor shall:-

- (a) arrange work rosters for herself and the Assistant Supervisor to ensure that each shall have adequate time off duty, including two clear days and two clear nights in any one week - or by mutual agreement, four clear days and four clear nights per fortnight.
- (b) ensure that between the hours of 6 p.m. and 6 a.m., the Supervisor or her assistant is in residence in the building. In emergencies, relief may be given by a member of the teaching staff, after referral to the Dean or her appointed Deputy.
- (c) supervise the staff responsible for the cleaning, care and maintenance of the residence, supply them with a list of work schedules and duties and instruct them in the receptionist and telephone duties required in the absence of the Supervisor or her assistant.
- (d) supply a copy of all such rosters, work schedules and duties to the Dean and her Deputy.
- (e) for the purpose of preparation of pay sheets, inform the Paymaster or School Secretary of hours worked by all employees in the residence. These are based on a 40 hour working week - Monday to Friday. "On call" and "penalty" rates are paid for weekend work, should this be required.
- (f) organise, with the Assistant Supervisor, the distribution of cleaning stores, dry stores etc. and records pertaining thereto.

1. ADMINISTRATION, (Cont'd.)

- (g) keep an up to date "room register" for the daily use of students going out and coming in; and for the immediate inspection of the Committee or other responsible Officers, (such as representatives from the Hospitals and Charities Commission, Victorian Nursing Council, local Health Inspector, etc.)
- (h) at the end of a study block, supply to the Dean - on the appropriate report form, a written report on the conduct, behaviour and attitude of each student accommodated in the residence for the period of attendance at the School.
- (i) satisfy herself that "official" visitors - e.g. visiting Matrons, Nursing Officers, Lecturers, post-graduate students, etc., who are offered accommodation in the residence, receive due hospitality and attention. (e.g. examiners and/or members of Committee may need overnight accommodation.)
- (j) maintain the residence in clean order and in good condition, report damage to equipment and fittings and requisition for the repair and maintenance of all items requiring attention.
- (k) by arrangement with the Housekeeper, ensure that ample food, cordial and similar supplies are provided for the students' suppers and weekend meals, as well as staff or official visitors who may be accommodated in the residence.
- (l) ascertain that students who remain "in" for the weekend, prepare adequate meals in a seemly manner and that food is stored in the refrigerator and/or pantry cupboards in such manner as to keep it sound and wholesome for human consumption.

2. SECURITY:

Maximum security should be maintained to protect the residents and prevent undesirable people gaining entry to living quarters.

The Supervisor is assisted by:-

- (a) the employment of a Night Porter, who is on duty in the foyer of the Residence from 11 p.m. to 2 a.m. - and thereafter in "Lister House" until 7 a.m. - Monday to Friday inclusive.
- (b) the employment of Security Service Officers, who patrol the area several times each night.
- (c) the regular Police patrols.
- (d) the locking of doors at dusk and the use of front door bell and/or "talk back" identification unit for students or visitors wishing to enter the building.
- (e) automatic external lighting.
- (f) checking incoming telephone calls.
- (g) a regime of fire prevention and emergency drill.
- (h) maintenance of door locks, window screens, security blinds.
- (i) discouraging students' behaviour which is likely to attract undesirables to the residence, or cause disturbance to other students or neighbours.

2. SECURITY, (Cont'd.)

- (j) the banning of student "rags" and practical jokes likely to cause public hazard, (e.g. mattress or grease placed on stairs, "ragging" rooms, etc.)
- (k) control of keys from Supervisor's office.

Late leave:

Students are permitted to come and go as they wish and parents are informed of this when girls enter the Preliminary Training School.

Visitors:

Visitors are permitted until 10 p.m. - and may be entertained in the Visitors' Lounge in the foyer of the residence.

The Supervisor must use her discretion when there is the likelihood of admitting undesirable callers to the residence. Itinerant Salesmen are not permitted to hawk their wares in the residence. (Students may be cajoled into financial commitments which they are unable to meet.)

3. STUDENT WELFARE:

In line with current thinking, the Committee is of the opinion that students who are in residence should be supervised by staff other than staff responsible for classroom discipline and that, as far as possible, a friendly, relaxed, home-like atmosphere should be encouraged in off duty hours - with regulations reduced to a minimum, provided that:-

- (a) a student's behaviour does not endanger the general safety of other students, staff, or members of the public.
- (b) a student's behaviour does not create public nuisance to other residents, neighbours and visitors.
- (c) a student's behaviour does not cause wilful damage to equipment or buildings.

(Included in these categories are such things as:-

overflowing baths, sinks and washing machines, damage to electrical equipment, incorrect use of washing machines and drying rooms, excessive noise, practical jokes which create danger and irritation to others, attracting the attention of undesirables, carelessness with stoves, irons and cigarettes, creating other fire hazards, and so forth.)

Concerning the comfort and well being of students, the Supervisor shall:-

- (i) endeavour to assist "new recruits" to settle into the School routine and adapt to their new mode of life and the demands of the study programme. In this respect, the Supervisor may enlist the support of the Publicity and Personnel Officer, the Chaplains, the tutors in charge of the group and the Nursing Administrative staff.
(Students who suffer from severe attacks of homesickness, depression and anxiety which may need medical advice, should be referred to the Dean or her Deputy.)
- (ii) observe and assist more senior students in their adjustment to community living and the requirements of their Professional training. (Students who adopt aggressive or stand-over tactics with other girls - or those whose behaviour causes disruption within the residence, should be referred to the Dean or her Deputy.)

3. STUDENT WELFARE, (Cont'd.)

- (iii) encourage students to seek suitable recreation in off duty hours.
- (iv) ensure that students who become ill or suffer accident, receive immediate attention and subsequent care.
- (v) keep on hand a confidential record of each girl's home address, next-of-kin and telephone number, where her relatives may be contacted in an emergency, e.g. accident, assault, acute illness. (The Dean or her Deputy should be informed of such emergencies, but there may be occasions when the Supervisor will need to take responsibility for advising parents of these matters.)
- (vi) satisfy herself that adequate warmth is provided in the residence - i.e. heating, bedclothes, etc. - and that provision is made for the comfort of students at times of rapid climatic changes in temperature.
(When the central heating is "on" - the students may adjust the individual radiators in the bedroom/study units to suit their own requirements. For chilly summer evenings, electric heaters are supplied in the recreation rooms - but these should not be necessary when winter heating is fully operative.)
- (vii) advise students to "lock up" their personal valuables or give them to the Supervisor for safe keeping - when a receipt shall be supplied.
- (viii) do such other things as may be fit and proper for the general welfare of the students and keep the Dean or her Deputy informed of matters which concern the conduct and progress of a student and her Professional status.

4. DRY GOODS AND CLEANING STORES:

The Supervisor and her assistant are responsible for the ordering, recording and issuing of stores for use in the residence, Wattle Street flats, kitchen/dining room and "Lister House" block.

At the end of March, the yearly inventory is to be taken - and for Auditing purposes, a list of stock on hand is to be supplied to the School Secretary, as at 30th June each year.

5. LINEN:

Linen is supplied from the Central Linen Service, based on the Home and Hospital for the Aged, in Barnard Street, Bendigo.

The Supervisor is responsible for the care of linen and maintenance of adequate supplies for the needs of the residence, Wattle Street flats, kitchen/dining room and "Lister House" demonstration rooms.

(The organization of this service must conform to the requirements of the Central Linen Service.)

6. UNIFORMS:

Stocks of students' uniforms and facilities for the seamstress must be checked at regular intervals.

(Please refer to the Assistant Dean and the Personnel Officer for instructions re uniform supplies, the fitting and issue thereof.)

N.W. LONG,
Dean.