

Duplicate

NOTICE.—Please sign the accompanying Form and return to the MEDICAL SUPERINTENDENT.

NOTICE OF ENGAGEMENT.

Con J. Bebbington

The Royal Albert Institution Lancaster

(hereinafter called "the Institution").

1- OCT 1943

Date.....

To..... J. Bebbington.....

I hereby engage you in ~~the category of~~ Male Nurse the designated post of First Charge
Attendant in the Institution (subject to the accompanying General Conditions and Rules).

Your commencing wages are reckoned at the rate of £ 4 : 9 : 6 per week (inclusive of war bonus) from which £ will be deducted for emoluments, and you are to commence duties on ~~.....~~
~~In the meantime you are to take every precaution~~
to avoid contagion or infection of any kind, but should you become exposed to such you must at once give notice thereof to the Medical Superintendent and await further instructions.

Your wages will be at the rates from time to time in force under the Recommendations of the Joint Conciliation Committee of the Mental Hospitals Association and the Mental Hospitals and Institutional Workers' Union (hereinafter called the Conciliation Committee) for the category or designated post in which you are engaged or to which you may be subsequently and substantially transferred, with increments, proficiency pay and bonuses thereunder. Wages to become due, unless paid weekly, at the end of each month.

The conditions of your engagement to be those from time to time adopted by the Conciliation Committee as their basis for the scales of wages and salaries, and to be subject to the accompanying General Conditions and Rules as far as they are not at variance with the Conditions adopted by the Conciliation Committee.

C. J. Henderson

Medical Superintendent

GENERAL CONDITIONS OF ENGAGEMENT OF NURSING AND DOMESTIC STAFF.

✓ 1. Every member of the Nursing and Domestic Staff (hereinafter called the employee) shall be engaged upon two calendar months' probation, at the end of which a report will be made as to his or her suitability. One of the conditions of engagement is that before any employee is placed on the established staff of the Institution he or she must be examined by the Medical Referee appointed by the Central Committee. Arrangements will therefore be made in due course for you to undergo this examination. After formal appointment, the employment may be determined at any time—

- (a) By either party giving to the other at least one calendar month's notice in writing, or by the Institution paying to the employee, in addition to any wages then due to him or her, a sum equal to one month's wages, in lieu of notice, and, upon the expiration of such notice or upon such payment, the employment shall forthwith cease.
- (b) By the Institution (acting through the Medical Superintendent), without any notice or payment in lieu of notice, in case of any breach by the employee of the conditions herein contained, or in case of any act of disobedience, insubordination, incivility or any serious misconduct, or of any neglect of duty.

2. Adequate provision is made for employees (being members of the nursing staff or others at the discretion of the Medical Superintendent) to be instructed in the care and treatment of mental defectives with a view to obtaining the recognised diplomas of proficiency, and the necessary facilities will be afforded to them to obtain such diplomas by sitting for the examinations as and when they are held.

✓ If at the end of three years from the November following the commencement of the engagement the employee has not obtained the Royal Medico-Psychological Association or the State Certificate in Mental Deficiency Nursing, the engagement may thereupon be determined by notice from the Institution.

Previous service in other Institutions or in other categories of service in the Institution will not be taken into consideration in reckoning annual or long-service increments unless specifically decided.

3. Any employee whose employment becomes substantive becomes compulsorily a contributor to the Superannuation Fund, and from the wages paid will be deducted and transferred to the Trustees of that Fund such contributions as under the rules for the time being governing the said Fund, the employee is required to make. Such employees must thereupon produce a certified copy of their birth certificate.

4. If the employee shall, at any time, be absent from or unable to discharge his or her duties, whether by reason of sickness or any other cause whatsoever otherwise than due to injury sustained in the course of his or her employment, the employee shall not be entitled to any wages for the period of such absence or incapacity, and for the purpose of this clause the said wages shall be deemed to accrue from day to day. If such absence continues for more than six months in any consecutive period of twelve months this engagement will terminate automatically, unless the Institution otherwise specifically determines.

In cases of incapacity through accident in the course of his or her employment, only such payments shall be made as shall be authorised by the Company with which the Institution is insured against claims arising under the Workmen's Compensation and Employers' Liability Acts, unless the Institution shall otherwise direct.

No employee disabled by injury or accident of any kind whilst off duty will be entitled to be paid any wages or salary or have any medical expenses refunded. All those who use motor cars, motor or pedal cycles are therefore advised to insure against personal accident.

5. Resident employees are not entitled to free medical treatment under the National Health Insurance except at the Institution.

6. Board, Lodging and Laundry will be provided for resident staff on the basic scales, with such war additions as may from time to time be adopted by the Conciliation Committee. Meals or rations at the appropriate rates may only be supplied to other employees under exceptional arrangements.

7. Uniform supplied to employees shall be worn only on duty and shall not become the property of the wearer until twelve months after issue, but uniform caps, badges and buttons shall remain the property of the Institution and must be returned when fresh uniform is issued or the employment is terminated. In the case of female employees materials for uniforms, caps and aprons will be supplied, such uniform to become the property of the employee after twelve months' wear. Caps and aprons must be handed in before the employee leaves the service of the Institution. During the continuance of the present emergency substitute arrangements will have to be accepted.

✓ 8. The standard hours of duty of Male and Female Nurses and resident domestic staff will not exceed 54 hours a week. Male and Female Nurses on Day Duty will commence at 7-0 a.m. and those on Night Duty at 7 p.m. Provided the exigencies of the Institution permit, two consecutive days' leave a week will be granted. Reasonable times for meals will be allowed. Any overtime shall be calculated on the basis of the standard hours of duty.

9. Wages will be paid during annual leave, and on request of not less than a week's notice being given in writing, will be paid in advance prior to the commencement of such leave. The charge for lodging will only be made in those cases where the room is kept locked and reserved for the employee's sole use during leave.

10. Any employee, not being an Officer, deputising for one of any higher rank for a period of seven or more consecutive days shall receive additional pay at the rate of 2/- a week for the time so employed, but any employee deputising for a period of seven days or more for a Charge or Second Charge Nurse shall be paid the proficiency pay of a Charge or Second Charge Nurse.

11. Any employee appearing before the Central Committee or a Standing Committee of the Institution on any important matter affecting his or her engagement or service, may on request be permitted to have the assistance at the interview of a representative of his or her Trade Union.

12. Every employee in whatsoever capacity engaged, is liable to be employed, when necessary, in any department of the Institution and either for day or night duty as the Medical Superintendent may require, without being substantially transferred.

13. The Institution will not accept any liability for property of employees lost or damaged. Keys are provided for rooms, drawers and lockers, and all employees are responsible for the safe custody of these. All keys must be returned to their superior officer (the Matron, Chief Attendant, Clerk of Works or Steward according to the department or post in which the employee is engaged) before leaving. No duplicate keys must be obtained without permission in writing from the Medical Superintendent.

✓ 14. Qualified married members of the staff who have completed not less than five years' continuous service shall be granted the option of living out, whenever practicable.

All those living out must provide their own food. Meals must not be taken in the wards but only in the special rooms provided.

✓ ~~Any employee who is required to sleep in periodically during the present emergency shall be provided, without charge, with breakfast following the night they have to sleep in the Institution.~~

No charge for lodging will be made to any non-resident employee who is required to sleep in.

RULES FOR NURSING AND DOMESTIC STAFF.

1. All employees shall be subject to the general authority of the Medical Superintendent, and shall be under his immediate control. They shall carry out carefully and precisely all orders issued by him or by the Officers under whose direction they may be placed.

2. They are required to act at all times with the utmost kindness and consideration towards the patients. They must also report to the Medical Superintendent without delay any instance of neglect or unkind treatment that may come to their knowledge.

3. They are required to carry out their duties in strict accordance with the time-tables that may from time to time be framed for their guidance, and they are never to leave their appointed work or absent themselves from the Institution premises without permission.

✓ 4. They are required to wear the uniform of the Institution during the hours of duty, and, when out of uniform, must dress themselves in a neat and appropriate manner.

5. They are strictly prohibited from accepting gratuities from Visitors, from taking charge of the money of the patients, from communicating with the friends of Patients and from executing commissions or posting letters for Patients.

6. No communication is allowed upon the Institution premises between employees, except such as may be sanctioned by the Medical Superintendent or the Matron ; and none of them are, without special permission, to pass beyond the limits of departments in which they are respectively employed.

7. They are required to aid, to the utmost of their ability, in the training and amusements of the Patients.

8. They are not to allow Patients to light or meddle with fires, or to touch or otherwise interfere with gas or electric fittings, or with bath or other taps.

9. No patient is allowed to have money, matches or tobacco (in any form) in his possession, and under no circumstances must any of the above articles be given to a patient.

10. If any patient has a receptacle of any kind, the Charge Attendant must know all it contains. Under no circumstances whatever must a patient be allowed to have possession of an Institution key, even while in the presence of the Attendant, and this applies to all keys.

11. No patient must be allowed to take food away from a table, and no food or drink must be permitted to be consumed except in the usual place for meals without special permission.

12. Any employee who becomes exposed to any contagion or infection must report the same at once to the Medical Superintendent and carry out in detail such isolation and disinfection as he considers necessary.

To the Medical Superintendent,

The Royal Albert Institution,

Lancaster.

Date.....19

Sir,

I beg to acknowledge receipt of your communication, and having read the General Conditions of Engagement and Rules I hereby agree to abide by the same and accept the employment in the category or designated post of

.....
in the Royal Albert Institution, Lancaster.

I will commence duty on 19

(Signature)

Full Postal Address