

THE STATE OF TEXAS

HUSE STATE HOSPITAL: HUSE, TEXAS

LOCAL RULES AND REGULATIONS FOR THE MANAGEMENT  
AND OPERATION OF THE HUSE STATE HOSPITAL.

In compliance with instructions from the State Board of Control set out in general rules and regulations for the management and operation of State Eleemosynary Institutions, the following local rules and regulations are herewith promulgated for this Institution.

These rules and regulations will, in no wise, effect or change existing rules heretofore promulgated other than is herein specified and as may be found to be contrary to instructions in the Board of Control's rules and regulations and as may hereafter be modified by additional instructions from time to time or made necessary by additional instructions from the State Board of Control or Statutes enacted by the State of Texas.

#### RESPONSIBILITIES & ATTITUDE

Every officer and employee of this hospital must manifest appreciation of the fact that each and every one have a responsibility commensurate with their respective positions and that each one is a part of the machinery of the hospitals operating force provided by the State for the proper care of patients committed. The general conduct of all officers and employees shall be above reproach. No alcoholics, nor the drinking of same will be permitted on the place. All employees must conduct themselves in manly or lady like manner. Offensive habits and practices will not be tolerated. Officers and employees must not abuse privileges accorded them in the use of provisions, quarters, supplies, etc., in connection with necessities provided by the State in addition to salary. These things must be looked upon and properly considered as objects, commodities or other necessities intrusted to your care and needs. This must be rigidly observed as concerns all requisitioned and State furnished materials and supplies to the end that through each individual a concerted economical action is exercised. Under no circumstances is State property to be appropriated for personal use. This applies equally as regards the care, treatment and preservation of State property of every kind, form and description.

All officers and employees must be loyal to the Superintendent and have at heart the creditable and efficient operation of the hospital in so far as is possible under rules, regulations, instructions, etc., issued by him. The Superintendent invites proper constructive criticism and suggestions from any and all officers and employees. Those to be offered must come direct or through some ranking superior officer or employee. Known criticisms other wise attempted or expressed will not be tolerated.

A co-operative spirit and attitude must at all times be maintained through out entire organization. Every officer and employee according to position, responsibility and authority must respect limitations of same. They must show proper respect and concern for others rights and authority.

Discord, lack of co-operation, unwarranted superiority, disrespectful acts, conduct, language, etc., will not be tolerated. Offenders of this nature, regardless of position, will be eliminated from the service. Disgruntled, discordant, dissatisfied, inconsiderate and otherwise offensive officers and employees add no good to an Institution and will accordingly be eliminated. It shall be the distinct responsibility of each departmental head, officer and employee under whom others work to see that this rule is enforced. Offenders and breaches of same are to be brought to the knowledge of the Superintendent or other responsible persons as herein set forth or as has heretofore been instructed.

Any waste, operating leak, danger hazard, accident, lack of properly functioning part, or other condition, existence, etc., of any nature or kind discovered known to need remedying or corrected for the safety and good of the Institution is to be reported to proper person or to the Superintendent immediately.

## II

### GENERAL TREATMENT OF PATIENTS

All employees shall be considerate and patient in their care and handling of patients. Sympathetic and kindly treatment must be accorded all patients. Indifference, neglect, and abuse in any form will not be permitted. Those employees found for any cause unable to adapt themselves to a proper sympathetic and considerate treatment of patients, either on the wards or off on detail work, will not be retained. Every possible care and attention to providing comfort, safety, and the general well being of patients is expected. It shall be a duty of ward charges to observe these instructions and see that other ward help is likewise observant. Patients are to be kept clean and properly clothed. It is to be seen that each and every one take sufficient food. Attendants, insofar as practicable and as instructed by ward physician, must be in the dining room while meals are being served the patients, on their feet and so distributed over the dining hall as will enable them to know and see any patients not eating and the better to enable them to prevent disturbances.

Except as emergency may demand, and then report to be promptly made to Supervisor, (or Supervisoreess as the case may be) or to the ward physician, restraints of no form are to be made use of other than as specifically prescribed by the ward physician. Record of restraint of any form or kind is to be kept in all cases as prescribed by law and as heretofore practiced at this Hospital. Patients are to be given no medicines of any kind except as prescribed and ordered by physicians.

Escapes, trouble with patients resulting in bruises or visible injury, accidents, unless known to be of no special significance, acute illnesses and apparent material changes for the worse, among the patients to be immediately reported to the physician in charge. Patients are to be presented to relatives and prepared for Church and other Institutional gatherings clean and neatly dressed. They are to have the use of and wear only their own private clothing so long as such is provided. Those furnished spending money are to be advised of receipt and deposits when not sent directly to them, and an opportunity provided for them to use such as may be instructed by physician in charge. Patients are to be encouraged to reasonably employ themselves on ward in way of assisting with care of their rooms and apartments but in no instance to be punished, in any form other than denial of special privileges and extras provided for those more co-operative, because of their refusal to do so. Patients under no circumstances are to be permitted to do work that is the responsibility and duty of attendants. Supervision is at all times to be provided patients in all forms of work. They are not to be permitted to be alone in the medicine rooms which are at all times to be kept locked. Encouragement is to be offered all patients who with permission of the ward physician may be permitted to attend and take part in the various services and entertainments of the hospital. Special care is to be taken that none who are able and can be permitted to do so and so desire are to be denied such privileges.

### VII

#### ADMISSION OF PATIENTS

When the Superintendent is not accessible and is unable to admit patients some physician is to admit and receipt for them. At the time of admission special care is to be taken in addition to other information, that proper correspondent and address is shown and name, means and provision to make prompt contact with relatives or interested party, be secured for emergency use in every case possible. Inquiry is to be made and if possible information secured and noted showing whether or not those legally liable can pay for the patients treatment, Support and Maintenance. As complete history as possible is to be secured and in the event suicidal tendencies are found to exist this information be immediately sent to those in charge where patient is sent. Immediately upon admission of a patient they are to be inspected for bruises, injuries, contagious and communicable diseases, vermin, etc., Report of any positive or suspicious findings to be made promptly to ward physician as the case demands and record of same made on ward book. When relatives accompany patients to the hospital the Social service worker will contact them and secure social history when practicable. Patients will be placed at the hospital or on wards according to classification corresponding to apparent type and demands. Relatives are to be given information and instructions regarding, correspondence, visiting, and the sending of packages and spending money.

#### IV

#### ASSISTANT PHYSICIANS AND DEPARTMENTAL HEADS

In the absence of the Superintendent the Assistant physicians, as prescribed in Board of Control rules and regulations, shall serve as directing head of the hospital. "Ranking resident physicians" in the absence of both the Superintendent and first assistant, shall be determined by length of service at the hospital. The longer service shall be considered to rank as Senior. Assistant physicians shall be in full co-operative sympathy with the efforts and instructions of the Superintendent. They shall familiarize themselves with these and the Board of Control's general rules and regulations. It is incumbent upon them to lend every possible assistance to the Superintendent in seeing that the rules and regulations of both the Board of Control and this Hospital are faithfully observed. Failure to correct, report to the Superintendent or take proper action of known breaches of regulations and rules, practices, existent conditions and what not injurious to the welfare of patients and the proper creditable and economical functioning of the hospital, as is known to them shall be considered wilful derelict of duty. Each physician shall be responsible for the general proper conduct of work assigned him. Charged with the responsibility of seeing that the patients under his service receive proper medical attention, food, nursing and care in every respect. That they are in no wise neglected. Sufficient time for examination and study must be spent with the patients to enable the physicians to at all times be reasonably familiar with their individual physical condition.

With the assistance of the Supervisor (or Supervisoreess as the case may be) and who insofar as is applicable and practicable, will be responsible to the assistant physician, in ward work and duties, will see that patients are properly clothed, comfortable and clean. That the ward beds, linens, etc., are clean, sanitary and well kept. They shall at frequent intervals visit personally dining rooms during the meal hour and upon occasions of special meals as Thanksgiving, Christmas, Etc., to know that their respective charges have plenty of food and are properly served. They shall see that attendants are not harsh, loud, or in any sense abusive to patients. They shall report to the Superintendent failure of attendants for any cause to satisfactorily perform their duties and for disobedience as regards rules of the Institution and make recommendations for their discharge when such conditions justify. They shall, as promptly as possible, after being notified, meet and confer with relatives visiting the patients under their charge. They shall be courteous to and considerate of all visitors, according them time and attention commensurate with the fact that they, their relatives and friends constitute the people we immediately serve for the State of Texas.

Correspondence shall be given prompt, careful attention to the end that patients' relatives are intelligently advised. The assistant physicians shall in all instances make an effort to notify relatives or friends in case of serious illness of patients and follow through to completion present prescribed forms and records of the hospital in case of regular deaths. Accidental deaths, emergencies and all other general and specific instructions set out in the Board of Control's rules and regulations will be observed by assistant physicians as applies to duties in connection with each one's service together with the rules heretofore set up, and those recited in these rules. Ward physicians shall be sufficiently prompt in completing examinations and making reports to comply with the Board of Control's instructions. The assistant physicians shall be directly responsible to the Superintendent. They shall be prompt, orderly and attentive at Staff and other meetings. Tardiness and absence must be satisfactorily explained to the Superintendent. Their conduct, general demeanor, personal appearance and dress shall fittingly correspond to the dignity of their position.

#### V

#### HOURS OF DUTY AND LEAVE OF ABSENCE

Assistant physicians, in addition to legal vacation which will be prearranged with the Superintendent, will be permitted leave of absence and off duty Saturday noon to Monday 7:00 a. m. not oftener than every other week end when it can be so arranged that at least three assistant physicians are present and on duty from Saturday noon to noon Sunday. Except when needed to assist other physicians or serious illness of their own patients prohibit, the assistant physicians will be permitted to likewise absent themselves from the Hospital evenings after 6:00 p. m. to 8:00 p. m. except two who will be in office or otherwise in continuous contact with party at information desk or night Supervisor (as the hour may be) until 8:00 a. m. These leaves and absences to conform to Hospital Roster set up by Superintendent. Under no circumstances are there to be less than two physicians present at the hospital and they to keep themselves immediately accessible at all times. Strictly office and work hours will be observed from 8:00 a. m. to 11:30 a. m. and from 1:00 p. m. to 5:00 p. m. During these hours physicians will be immediately accessible either in their respective offices or on their service. Ward physicians will at all times advise the physician who is to relieve for him of serious illnesses, special treatments with instructions as to line of treatment, informing of relatives, etc., before absenting themselves.

#### VI

#### Storekeeper-Accountant

The Storekeeper-Accountant will be held directly responsible for the general conduct of his department. He shall be scrupulously

observant and prompt regarding all rules, regulations and instructions promulgated by the Board of Control. Keep his books posted and ready for immediate inspection at all times, watch carefully stock and see that depleted supplies do not become wholly exhausted and unnecessary delays occur because of failure in timely requisitioning same. He shall see that he, or some competent assistant, is at all times accessible to furnish emergency supplies as occasion may demand. He shall render every possible assistance, particularly as regards all outside departments and activities, toward curtailing waste to a general economizing practice throughout entire Institution and see that his department is creditably handled. The storekeeper and accountant shall be specially co-operative and helpful to the dietitian supplying so far as possible necessary food products of type, kind and variety as called for to the end that proper and well balanced diet can be prepared, keeping her well advised as to stocks and possible purchases. His assistants and helpers in his department shall be immediately responsible to him.

## VII

### CHIEF ENGINEER

The chief engineer shall be responsible for the operation of all stationary machinery, the Power plant, Ice plant, wirings, electrical department, water and disposal plants, including plumbing and all pipe work.

With the assistance of other departmental heads and employees he shall be responsible for the observance and compliance of specific instructions recited in Board of Control rules and regulations under "E" of general heading #-4 so far as applicable under his general duties, embracing proper care of wiring, fire hazard, water and fire hydrants, fire extinguishers, etc., He will invite at all times counsel of the State's Chief Engineer and carefully follow instructions from him. He shall serve as chief fire marshal. All employees in this department shall be immediately responsible to the Chief Engineer.

## VIII

### DIETITIAN

The dietitian shall be directly responsible to the Superintendent but of necessity fully co-operative with ward physicians insofar as regards special diets. She shall as nearly as possible consistent with supplies at her command supply properly balanced diet throughout Institution, see that it is properly cooked and served, that all departments have sufficient quantities, that unnecessary waste does not occur and that orders for special diets for the sick are given proper attention both as to serving and fulfillment. She shall furnish menus showing foods served.

All cooks, cooking departments, bakery and dining rooms for the employees and officers (with co-operative assistance in case of all others) shall be under her charge. (It shall be the responsibility of ward charges to see to the cleanliness of their own respective dining rooms). The dietitian shall comply with work hours prescribed by the Superintendent. Her relief from duty will be supplied by the matron and she in turn will in the absence of the matron supply for her except and when otherwise prescribed by the Superintendent. The dietitian shall during growing season keep informed as to vegetables, and home grown food supplies of all kinds and with orders to the gardener have him supply such foods in such quantities and at such intervals as will result in minimum loss and waste in order to serve most advantageously.

## IX

### SUPERVISORS AND SUPERVISORESS

The supervisors and supervisoress shall in the carrying out of specific instructions in connection with ward duties be subject to the various assistant physicians with whom they are associated in their respective work. Their hours of duty will be 6:00 a. m. to 9:00 p. m. on alternating days when each shall be on duty from 7:30 a. m. to 5:30 p. m. except on week ends when each one will have alternating leaves, Saturday noon to 7:30 a. m. Monday when not in conflict with instructions herein or otherwise given. Supply reliefs during vacations and otherwise when and as needed will be arranged by the Superintendent. In addition to the above and elsewhere recited duties, the supervisors will be responsible with approval of physicians concerned to see that wards and services are sufficiently manned, arrange and O. K. leaves of absence for approval of the physicians, co-operate with the Storekeeper-Accountant in keeping time of employees in their respective departments. They will ascertain needs and requisition supplies for their departments, be responsible that such supplies are properly appropriated. Be custodians of and responsible for the proper identification and preservation of private clothing belonging to all patients in their department. They shall in the full sense of the term be immediate "Supervisors" of all ward activities. At least one from each male and female department shall be present and supervise all Institutional group patient movements and activities, Church services, shows, entertainments, etc. They shall make frequent daily visits through the wards, one such visit to be at meal time. They shall at all times while on duty be accessible and keep in touch with information when not in office or on wards. Insofar as practicable one of them in each department will be in their office. Absence from the grounds during work hours must be with permission and only after having notified the co-worker and ascertained that he or she are to be present.



## X

### OTHER DEPARTMENTAL HEADS

Dairyman, Head farmer, Gardener, Carpenters, painter, plasterer, Cobbler and poultryman shall be responsible for creditable results and proper functioning of their respective departments. The dairyman and head farmer shall have Supervision in a general way of live stock in their respective departments and be charged with proper care of same. The head farmer and gardener shall faithfully and intelligently apply unreserved effort and attention to maximum production and careful proper harvesting of crops, the conservation of fields and preservation of tools and machinery in their care. The gardener is to fully co-operate with dietitian and keep her informed as to products ready for gathering and furnish same as requested by her.

The dairyman will devote his entire time to his duties as such, faithfully endeavoring to develop maximum production at a minimum cost. Co-operating fully with and carrying out instructions from the State Dairy man. He shall see that properly prescribed, quantity and character of food is put out, that the dairy barn, and milk house are kept in clean sanitary condition, that milkers are clean and sanitary, that cows udders are clean before milking, that milk from inflamed, infected or otherwise dangerous existing condition of udders is not mixed with other milk or sent for serving. He shall keep check of his stock, brand, mark, number and other wise make possible identification as prescribed by State dairyman. Others above mentioned departmental heads and departments shall perform their services and such hours as through the Storekeeper and Accountant may be required by the Superintendent.

## XI

### MATRON

The Matron shall be responsible to the Superintendent. She shall be directing head of the operation of the laundry and sewing room. Employees in these departments shall be responsible to the matron. Her duties will also embrace supervision of the care and keeping of officers living quarters, offices and furnishings of the administration building and other living quarters that are or may have been and be assigned her. Provide by requisition needed supplies for such quarters, supervise and see that same are properly conditioned, kept and supplied, attend the proper laundering of officers and that of their families clothing, linens, bedding, etc., and aid in the pleasure and comforts of officers and their families. She shall also have charge of the separator house and butter making. Her hours of duty and absence shall be as proscribed by the Superintendent. She shall supply as relief in absence of the Dietitian.

## XII

### ATTENDANTS AND OTHER EMPLOYEES

Attendants, nurses and those directly caring for patients shall be immediately responsible to the physician of their respective services. They shall render kind, sympathetic and patient service. At no time to be guilty of abuse. Their specific duties shall be prescribed and outlined by the various physicians. The charge in each service will be responsible for the carrying out of instructions for the ward and that wards are properly kept and patients accorded proper care and treatment. Other attendants will be immediately responsible to the charge. The general conduct of the ward will be that recited or implied in these and the Board of Control rules and regulations. They must at all times show proper respect to both Supervisors and physicians and at all times accept in proper spirit all instructions and orders. Failure to do so will not be tolerated.

## XIII

### GENERALITIES

All employees must be sufficiently broad and liberal in the acceptance of responsibilities and show efforts to prove themselves worthy and interested. Despite limitations of specifically recited duties and responsibilities in any given case neglect and failure to perform and do in emergency or otherwise any service known to be for the good of the Institution at any time will be accepted as inaptitude or refusal and accordingly treated. Correspondence concerning progress and condition of patients will go out through the Superintendent's office. Letters to others will be properly referred. Absences beyond authorized leaves must be immediately and satisfactorily explained. Frequent repetition of such occurrences will not be excused. Others except officers will not entertain guests over night nor will such guests be furnished any meals or food from State supplied source without permission of the Superintendent, Dietitian or matron. Personal business matters of all employees must be cared for when not on duty. Visitors, salesmen, solicitors, etc., will not be received nor accorded hearing during work hours without proper permission. Such persons under emergencies must make arrangements for such conferences in the office where call, when proper, will be made for employee concerned. Employees will not have present nor entertain relatives and visitors during work hours. Calls, personal, by telephone and otherwise to and for all employees must be made to and through main office and except extreme emergencies employees will be held responsible to see that such calls are not made during hours of duty. Except interested persons visiting patients and known by the ward charge to have permission to so visit, friends, strangers and others except employees on business will not be permitted entrance to ward buildings and will promptly be referred to the main office.

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from which place calls and information will go out. Employees full time must be spent at their respective posts of duty during work hours. Absence from ward, loitering, business and other matters demanding time and detracting from presence at actual posts of duty will be sufficient cause for replacement.

Advancement and promotions will be based upon character of service rendered and length of time in service.

Relatives will be permitted to visit friends from 9:00 to 11:00 a. m. ---2:00 to 5:00 p. m. any days except Sundays. Visitors will be shown through the Institution during hours from 9:00 to 11:00 a. m. 2:00 to 4:00 p. m. any days except Saturday afternoons, Sundays and Mondays.