



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.]

No. 307]

WEDNESDAY, AUGUST 21.

[1940

Factories and Shops Acts.

DETERMINATION OF THE HOSPITAL NURSES' BOARD.

NOTE.—This Determination applies to the whole of the State of Victoria.

IN accordance with the provisions of the Factories and Shops Acts the Wages Board 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 convalescent homes;

(b) nurses in training in hospitals recognized as training schools by the Nurses Registration Board of Victoria—
has made the following Determination, namely:—

(1) That on the 29th August, 1940, the previous Determination of this Board shall be revoked and replaced by this Determination.

(2)

WAGES.

All employees required to live in shall be provided with board, lodging, and laundry, free of charge, in addition to the wages herein. Employees required to live out shall receive an allowance at the rate of 25s. per week in lieu of board and lodging, and, in addition, one meal per day to be provided by employer.

(a) MIDWIFERY TRAINERS.		OTHER TRAINERS.							
		Per Week.							
		s. d.							
10s. per week	1st year	10 10
	2nd year	15 10
	and thereafter	20 10

Provided that if a person who has obtained a nurse's certificate elects to enter into further training for the purpose of obtaining a midwifery certificate, the wage to be paid for such further training shall be at the rate of 10s. per week.

Proportion.

The proportion of trainees in a training hospital approved by the Nurses' Registration Board of Victoria to certificated nurses shall be not more than six trainees to each certificated nurse exclusive of the matron.

(b)

OTHER EMPLOYEES.

Matrons (where the daily average occupied beds in a public hospital or the registered number of beds in any other institution is as under—provided that the wages of any matron in a Hospital Registered as a Training School or a part time Training School shall not be less than £4 4s. 8d. per week):—

		Per Week.							
		£ s. d.							
Under 10 beds	3 5 5
From 10 to 19 beds	3 9 3
" 20 " 39 "	4 4 8
" 40 " 65 "	4 10 5
" 66 " 100 "	4 16 2
" 101 " 150 "	5 15 5
" 151 " 200 "	6 5 0
" 201 " 250 "	6 14 8
" 251 " 300 "	7 4 3
Over 300 beds	7 13 11

Deputy or Assistant Matrons (where the daily average occupied beds in a public hospital or the registered number of beds in any other institution is as under):—

	Per Week.
	£ s. d.
From 101 to 150 beds	3 7 4
" 151 " 200 "	3 17 0
" 201 " 250 "	4 6 7
Over 250 beds	4 16 2
Nurse Dietitian in Charge holding a certificate recognized by the Royal Victorian College of Nursing ..	4 4 0
Senior Tutor Sister (which includes a Tutor Sister where only one is employed) ..	4 4 0
Home Sister	3 5 0
Staff Nurses	2 2 4
Certificated Midwifery Nurses	1 18 6

The wages of the following employees shall vary according to their length of service in the institution at which they are employed at the class of work mentioned.

	During the First Year.	During the Second Year.	Thereafter
	£ s. d.	£ s. d.	Per Week. £ s. d.
Night Sister in Charge	2 13 11	2 18 11	3 3 11
X-ray Sister who is a registered technician	2 13 11	2 18 11	3 3 11
Assistant Dietitians holding certificates recognized by the Royal Victorian College of Nursing	2 13 11	2 18 11	3 3 11
Tutor Sisters other than senior tutor sister	2 10 0	2 15 0	3 0 0
Sisters	2 10 0	2 15 0	3 0 0

(3) ALLOWANCES.—(a) Any night sister, tutor sister (other than senior tutor sister), sister, staff nurse, or certificated midwifery nurse who is required to hold more than one certificate in connexion with her duties shall receive a sum of 3s. 11d. per week for each certificate required to be used in addition to the appropriate wage rate provided in clause 2.

(b) Any nurse at call shall receive an allowance at the rate of 3s. 11d. per week for the time at call in addition to any other rate in this Determination to which she may be entitled;

(c) Any nurse whose duties require her to travel shall be paid first-class fares and all reasonable out of pocket expenses;

(d) Any registered nurse engaged for a distant position where a definite period of engagement is not stated shall, after six months' continuous service in same, receive a refund of first-class railway, coach, or steamer fares and reasonable out of pocket expenses incurred in reaching such position;

(e) Any registered nurse engaged for a distant position for a definite period shall, when she completes the term of her engagement, receive first-class railway, coach, or steamer return fares and reasonable out of pocket expenses incurred in travelling.

(4) HOURS OF WORK.—(a) The hours of employment for an X-ray sister who is a registered technician shall be not more than eight hours on any day worked and not more than five and a half days in any week.

(b) For all employees (other than a sister who is an X-ray technician) the hours for an ordinary week's work shall be 50 hours per week.

(c) With the exception of time occupied in having meals, and one additional break if same is required by the institution, the work of each shift shall be continuous.

(5) OVERTIME.—Except in the case of—(a) a Matron in an institution where a Deputy or Assistant Matron is also employed, and (b) an X-ray Sister who is a registered technician, time and a half shall be paid for all work done in excess of the hours provided for an ordinary working time spread of hours over a period of four weeks, provided that if less than a period of four weeks is worked time and a half shall be paid for all work done in excess of 50 hours per week.

(6) DAY OFF IN EACH WEEK.—All employees shall receive at least one clear day off in each week in the case of day shift employees and one clear night off in each week in the case of night shift employees.

(7) ANNUAL LEAVE.—Annual leave with full pay shall be granted to employees on completion of each twelve months' service with an institution as follows:—

Staff nurses and trainees	Three weeks.
All other employees	Four weeks.

An employee who is ordinarily required to live out shall continue to receive, whilst on annual leave, the sum of 25s. per week provided in Clause (2) as an allowance in lieu of board and lodging.

(8) SICK LEAVE.—In the event of a nurse becoming sick and certified as such by the Medical Superintendent, or in an institution where there is no Medical Superintendent by a qualified Medical Practitioner approved by the institution, she shall be entitled to sick leave on full pay as follows:—

- (a) During the first year of service in an institution—one day for each month of service.
- (b) During the second, third, and fourth years of service in an institution—fourteen days in each year.
- (c) Thereafter—twenty-one days in each year.

Sick leave shall be in addition to the annual leave provided in clause 7.

Notwithstanding any other provision in this Clause a nurse who contracts an infectious disease in the course of her duties and same having been certified to by the Medical Superintendent or by a Medical Practitioner approved by the institution shall receive full pay during the necessary period off duty up to but not exceeding a period of three months.

(9) MINIMUM PAYMENT FOR WORK DONE IN ANY WEEK.—An employee who is willing and available for work shall if employed for less than three days receive a minimum of half a full week's ordinary wage for the class of work done, but if she is employed for three days or over she shall receive a minimum of a full ordinary week's wage for the class of work done.

(10) MIXED DUTIES.—Any employee called upon to temporarily perform duties for which a higher wage is prescribed by this Determination shall receive such higher wage whilst so employed. Provided that this clause does not apply to an employee who is relieving another employee, if such other employee is on annual leave or sick leave, unless in the case of sick leave the relieving period is greater than four weeks in any one year.

(11) TIME AND WAGE RECORDS.—An adequate record of the hours worked by each nurse and the wages paid shall be kept by each employer subject to this Determination.

(12) **PROPORTION OF NURSES TO PATIENTS.** (The provisions of this Clause shall not operate so far as employees at the Melbourne Convalescent Home for Men, Cheltenham, and the Melbourne Convalescent Home for Women, Clayton, are concerned.)—The proportion of nurses to patients in private, intermediate, or community hospitals shall be as provided in the Regulations relating to Private Hospitals under the *Health Act* 1928 (No. 3697), but in all other places the proportion on duty shall be as follows:—

(a) **Day Shift.**—One nurse to each ten or fraction of ten patients.

(b) **Night Shift.**—One nurse to each fifteen or fraction of fifteen patients.

(13) **PROVISION OF ACCOMMODATION AND OTHER NECESSARY REQUIREMENTS.**—(a) Suitable healthy accommodation shall be provided for nurses. Wherever possible single bedrooms shall be provided. Separate beds shall be provided for each nurse and in no case shall more than two nurses be required to occupy the same bedroom. Separate accommodation distinct from that provided for day staff shall be provided for nurses on night duty.

(b) Adequate supplies of rubber gloves and all necessary safety appliances shall be kept and maintained at each institution, and provided free of cost to employees for use as required.

(c) Linen, cutlery, crockery, and blankets shall be provided by the employer free of cost to the employee.

(14) **BREAKAGES.**—Except in a case of proved carelessness an employee shall not be required to pay for any breakages occurring in the ordinary course of her specified duties.

(15) **UNIFORMS.**—(a) A Trainee on entering a hospital shall provide herself with the prescribed uniform for the first twelve months of training. On completion of such first twelve months of training the trainee shall be recompensed for her initial outlay to the amount of £3 3s. Thereafter the hospital shall supply such trainee with suitable and sufficient material for such uniform during each subsequent year of service or part thereof.

(b) Any employee (other than a trainee or a certificated nurse in training) shall be provided from the commencement of her service with an institution with necessary caps and also with suitable and sufficient material for the other articles of a uniform. In lieu of the provision of such caps and material the institution may, however, pay such employee an allowance of 1s. per week.

(16) **DEFINITIONS.**—

(a) **Matron.**—A Matron is a trained registered nurse who has charge of the nursing and domestic staff in any of the institutions mentioned in the preamble of this Determination.

(b) **Daily Average.**—Daily average means the daily average occupied beds in a Public Hospital as shown in the latest available return of the Charities Board of Victoria.

(c) **Deputy or Assistant Matron.**—A Deputy or Assistant Matron is a trained registered nurse who relieves the Matron and assists in the administration.

(d) **Sister.**—A Sister is a trained registered nurse with special responsibility (i.e., in charge of a ward, department, or the training of nurses).

(e) **Staff Nurse.**—A Staff Nurse is a trained registered nurse employed in or in connexion with any of the institutions mentioned in the preamble of this Determination.

(f) **Trainee.**—A Trainee is a pupil nurse in a registered training school.

(g) **Night Sister in Charge.**—A night sister in charge means the senior registered nurse on duty at night in a hospital.

(h) **Uniform.**—A Uniform shall consist of such dresses, aprons, and caps as may be required by the institution.

(17) **TERMINATION OF EMPLOYMENT.**—Except where the conduct of an employee justifies instant dismissal, fourteen days' notice of termination of employment shall be given by either employer or employee, and any employee failing to give such notice shall be liable to forfeit two weeks' pay in lieu thereof.

D. BERRIMAN, Chairman.

J. W. RYAN, Secretary.

Melbourne, 2nd August, 1940.

