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GOVERNMENT GAZETTE

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SATURDAY, MARCH 1

[1958

NURSES ACT 1956 (No. 6035).

*At the Executive Council Chamber, Melbourne, the
eighteenth day of February, 1958.*

PRESENT:

His Excellency the Governor of Victoria.

Mr. Mibus

Mr. Petty

Mr. Turnbull

Mr. McArthur.

NURSING COUNCIL REGULATIONS 1958.

PURSUANT to the provisions of the *Nurses Act 1956* (No. 6035), His Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council of the said State, hereby approves of the Nursing Council Regulations 1958, made by the Victorian Nursing Council on the 4th February, 1958.

The Victorian Nursing Council, pursuant to the provisions of section 45 of the *Nurses Act 1956* (No. 6035), hereby makes the following Regulations (that is to say):—

1. These Regulations may be cited as the Nursing Council Regulations 1958 and subject to the provisions of section 2 of the *Nurses Act* (No. 6035) shall be read and construed as one with all or any of the Regulations made pursuant to the *Nurses Acts*, the *Midwives Acts* and the *Mothercraft Nurses Act 1949* and still in force at the date of commencement of the said Act No. 6035.

2. These Regulations shall come into operation upon approval by the Governor in Council and publication in the *Government Gazette*.

3. Where any provision of the Nursing Council Regulations 1958 is inconsistent with any provision of any Regulation continued by section 2 of Act No. 6035 then the provision of the Nursing Council Regulations 1958 shall prevail notwithstanding the fact that the inconsistent provision of the Regulation so continued is not specifically revoked.

4. Without affecting the generality of the provisions of section 2 of Act No. 6035, in the extension and application of regulations continued by that section for the purposes of Act No. 6035—

(a) a reference in the *Nurses Regulations* to *Nurses Board*, *Board*, *Registrar*, *Nurses Act 1928* or *Nurses Acts* or *Midwives Act 1928* or *Midwives Acts*, general training

school and registered nurse shall be read and construed as a reference to Victorian Nursing Council, Council, Chief Nursing Officer, *Nurses Act 1956*, training school approved by the Council as a training school for general nurse training and registered general nurse;

- (b) a reference in the Midwives Regulations to Nurses Board, Board, Registrar, *Nurses Act 1928*, *Midwives Act 1928*, Nurses Acts, Midwives Acts, nurse and registered nurse shall be read and construed as a reference to Victorian Nursing Council, Council, Chief Nursing Officer, *Nurses Act 1956*, general nurse and registered general nurse;
- (c) a reference in the Mental Nurses Regulations 1952 as amended by the Mental Nurses Amending Regulations 1952 to Nurses Board, Board, Registrar, Nurses Acts and *Midwives Act 1950* shall be read and construed as a reference to Victorian Nursing Council, Council, Chief Nursing Officer, *Nurses Act 1956*;
- (d) a reference in the Mothercraft Regulations 1950 as amended by the Mothercraft Nurses Regulations 1954 to Minister of Health, Director, Chief Health Officer, Government of the State and Department of Health shall be read and construed as a reference to the Victorian Nursing Council; and a reference to *Mothercraft Nurses Act 1949* State registered nurse, and approved shall be read and construed as a reference to *Nurses Act 1956*, registered general nurse and approved by the Victorian Nursing Council.

FORM OF REGISTER AND OF ROLLS.

5. The Register shall be in parts, a part being kept in respect of each branch of nursing whether prescribed under Act No. 6035 or declared to be such by any Order made pursuant to section 18 of that Act.

6. (1) The Register shall be in the form of a card index and each entry shall be made in the order of registration.

(2) The following particulars shall be entered in the appropriate part of the Register in respect of every person registered in the branch of nursing to which that part refers:—

- (a) registration number;
- (b) date of registration;
- (c) names in full;
- (d) if married, maiden name;
- (e) name and locality of training school(s) in which training was undertaken, specifying the period of training in the school(s);
- (f) cross reference to entries in other parts of the Register;
- (g) badge number (if issued);
- (h) other relevant particulars deemed desirable by the Council.

7. The Rolls kept in respect of each of the several branches of nursing to which the Register relates shall be a system of cards kept in lexicographical order and printed in the following form:—

Nurses Act 1956.
VICTORIAN NURSING COUNCIL.

Registration No.....

Names in full.....

Address.....

Date of enrolment.	No. of Practising certificate.	Date of enrolment.	No. of Practising certificate.	Date of enrolment.	No. of Practising certificate.

REGISTRATION UPON EXAMINATION.

8. Any person who successfully completes the final examination in any branch of nursing and who completes the prescribed period of training in that branch of nursing, upon submission to the Council by the training school at which the training was completed, of a certificate in the form of First Schedule to these Regulations, shall be registered in the appropriate part of the Register.

REGISTRATION WITHOUT EXAMINATION.

9. Any person who desires to register with the Council and who was entitled to registration in any branch of nursing pursuant to the provisions of any Act repealed by Act No. 6035 but whose name was not on the appropriate register or roll at the commencement of that Act or who has been wholly or partly trained in any branch of nursing in any part of the world other than Victoria shall apply for registration in the form of Second Schedule to these Regulations.

10. Any person who has training and experience or training or experience sufficient to enable such a person to practice and who desires to be registered pursuant to section 22 of Act No. 6035 but is not entitled to be registered under any other provision of that Act may apply for registration in the form of Third Schedule to these Regulations.

TRAINING SCHOOLS.

11. The governing body of any hospital, mental hospital, institution, school or other place which may be wholly or partly used as a school for the training of persons in any branch of nursing but which is not approved as a training school under the provisions of any Act repealed by Act No. 6035 at the time of the commencement of that Act shall make application for approval to the Council in the form of Fourth Schedule to these Regulations, and shall supply the Council with such relevant information as it may require.

12. A trainee prior to entering upon training at a training school shall have attained the prescribed age and shall have been interviewed and selected for training by the Matron or other responsible nursing officer of the training school and shall produce evidence satisfactory to such Matron or responsible nursing officer of his or her medical fitness.

13. The Matron or other responsible senior nursing officer of every training school in which a trainee nurse has discontinued training shall within seven days submit to the Council in the form of Fifth Schedule to these Regulations a report in respect of such trainee nurse.

14. The training school within thirty days of the commencement of training of each trainee shall submit to the Council the following information concerning such trainee:—

- (i) full names,
- (ii) birth certificate (or other evidence satisfactory to the Council of date of birth),
- (iii) evidence of educational qualifications in accordance with these Regulations,
- (iv) date of commencement of training,
- (v) any other particulars required from time to time by the Council.

15. (1) In the case of a trainee undertaking any course of training the prescribed period of which is longer than fifteen months, at the expiration of a period of not more than seven months from the date of commencement of training, the Matron of each training school shall forward to the Council a report in the form of Sixth Schedule to these Regulations in respect of such trainee.

(2) Any trainee in respect of whom a report in the form of Sixth Schedule is not forwarded to the Council in accordance with sub-regulation (1) of this Regulation shall be deemed by the Council to have discontinued his or her training.

(3) The Council shall be entitled in particular cases at its discretion to extend the period of seven months specified in sub-regulation (1) of this Regulation by a further period of fourteen days.

COURSE FOR TUBERCULOSIS NURSING AIDES.

16. The following conditions shall apply to the course of training for qualification for registration as a Tuberculosis Nursing aide:—

- (a) the training shall be undertaken in a training school approved for that purpose by the Council;
- (b) the period of the course of training shall be not less than twelve or longer than twenty-four months;
- (c) the minimum age for entrance to the course of training shall be seventeen years;
- (d) the curriculum of training shall be as set forth in Seventh Schedule to these Regulations;
- (e) the training shall be continuous provided that in special circumstances causing interruption to the continuity of the training the Council at its discretion may permit a trainee to complete an interrupted course as though it had been continuous.

COURSE FOR NURSING AIDES.

17. The following conditions shall apply to the course of training for qualification for registration as a nursing aide:—

- (a) the training shall be undertaken in a training school approved for that purpose by the Council;
- (b) the period of the course of training shall be not less than twelve or longer than twenty-four months;
- (c) the minimum age for entrance to the course of training shall be seventeen years;
- (d) the curriculum of training shall be as set forth in Eighth Schedule to these Regulations;
- (e) the training shall be continuous provided that in special circumstances causing interruption to the continuity of the training the Council at its discretion may permit a trainee to complete an interrupted course as though it had been continuous.

EXAMINATION.

18. Any person who desires to sit for an examination in respect of any branch of nursing for admission to the part of the register for that branch of nursing shall—

- (a) make application to the Council in the form of Ninth Schedule to these Regulations;
- (b) produce to the Council a certificate or certificates satisfactory to the Council in form of Tenth Schedule to these Regulations; and
- (c) pay the prescribed fee.

PRACTISING CERTIFICATES.

19. (1) Any person registered under the *Nurses Act 1956* in respect of any branch of nursing who intends to practise in that branch shall give notice of that intention to the Council in the form of Eleventh Schedule to these Regulations.

(2) Any person who is in possession of or pursuant to the *Nurses Act 1956* is deemed to be in possession of a practising certificate and who intends to continue to practise during the next succeeding year shall in the month of November give notice of that intention in the form of Eleventh Schedule to these Regulations.

(3) The annual practising certificate issued by the Council shall be in the form of Twelfth Schedule to these Regulations.

HEADDRESS AND BADGES.

20. Application by any nurse for written authority to wear the prescribed distinctive headdress appropriate to the class of nursing for which such nurse is registered shall be made to the Council in the form of Thirteenth Schedule to these Regulations.

21. Application by any nurse for the prescribed badge appropriate to the class of nursing for which such nurse is registered shall be made to the Council in the form of Fourteenth Schedule to these Regulations.

22. The distinctive headdress which may be worn by a registered general nurse, registered midwife, registered mental nurse or registered mental deficiency nurse shall be that commonly worn by trained nurses in Victoria and consisting of a 36 inches or 40 inches square of organdie, lawn or other similar material with a hem $1\frac{1}{2}$ inches—2 inches wide and folded so as to form a roll over the forehead of the wearer with the apex falling from the back of the head to or below the shoulder line.

23. The distinctive headdress which may be worn by a registered mothercraft nurse shall be a 22-inches lawn square with $\frac{1}{2}$ -inch hem-stitched hem folded diagonally so as to form a roll across the forehead of the wearer with the apex falling from the back of the head to, but not below, the shoulder line. A woven replica of the badge prescribed by regulation 30 of these Regulations shall be attached to the cap in such a way as to occupy a central position on the roll.

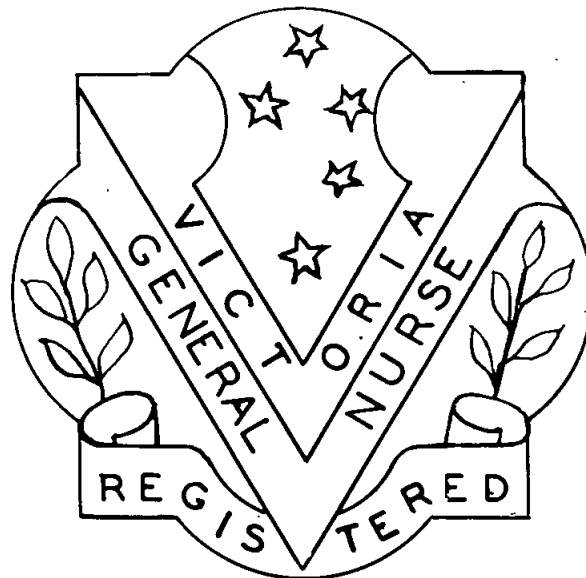
24. The distinctive headdress which may be worn by a registered nursing aide shall be a lawn cap 13 inches by 10 inches, the front bordered by a $\frac{1}{2}$ -inch band of diagonally-striped blue and white material, the back indented by two 'V's' 3 inches by 3 inches placed $1\frac{1}{2}$ inches from the sides and leaving a central portion 4 inches, which together with the side pieces, is supplied with stud holes to allow folding into a box-like shape.

The cap is worn with the front turned back for a distance of $2\frac{1}{2}$ inches to form a band across the front of the head. A woven replica of the badge prescribed by regulation 31 of these Regulations shall be attached to the cap in such a way as to occupy a central position on the band.

25. The distinctive headdress which may be worn by a registered tuberculosis nursing aide shall be a lawn cap 13 inches by 10 inches with the back indented by two 'V's' 3 inches by 3 inches placed $1\frac{1}{2}$ inches from the sides and leaving a central portion 4 inches wide which together with the side pieces is supplied with stud holes to allow folding into a box-like shape.

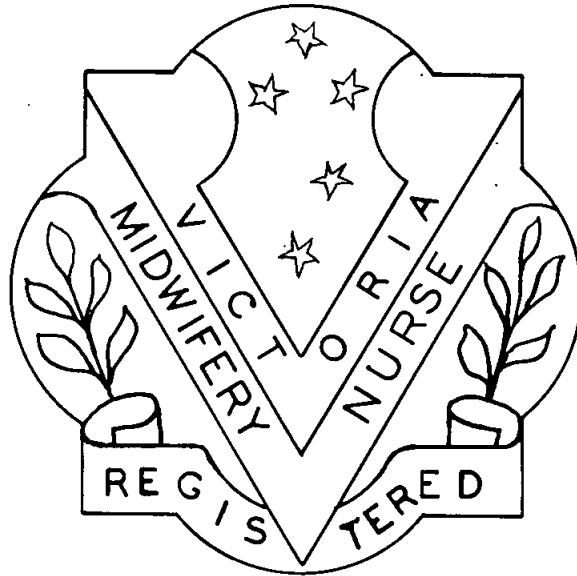
The cap is worn with the front turned back for a distance of $2\frac{1}{2}$ inches to form a band across the front of the head. A woven replica of the badge prescribed by regulation 32 of these Regulations shall be attached to the cap in such a way as to occupy a central position on the band.

26. The badge which may be issued by the Council to persons registered as general nurses shall be in accordance with the diagram set out below—



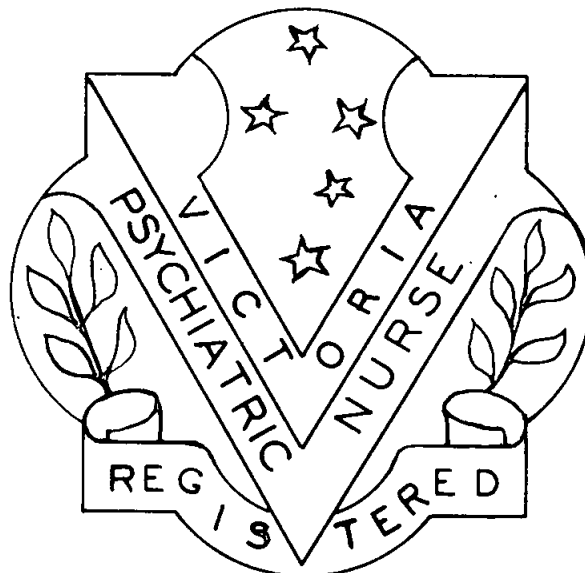
The badge is silver plated and enamelled. The shield is light-blue enamel, the stars silver. The 'V' is royal-blue enamel and the scroll light blue. All lettering, leaves, lines and outlines are silver.

27. The badge which may be issued by the Council to persons registered as midwives shall be in accordance with the diagram set out below—



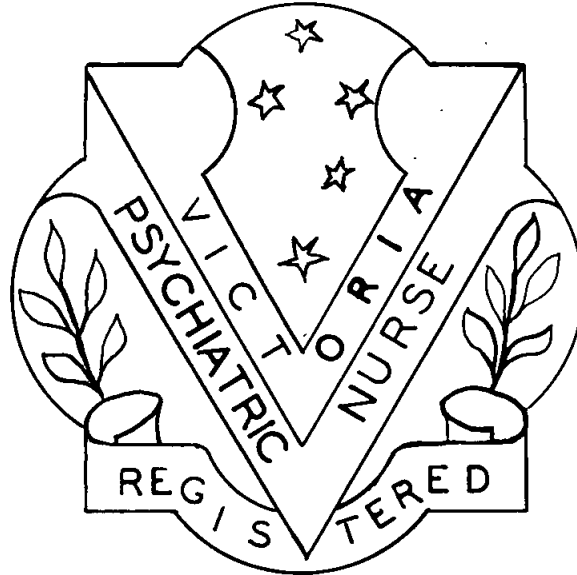
The badge is gold plated and enamelled. The shield is light-blue enamel, the stars gold. The 'V' is red enamel, the scroll light blue. All lettering, leaves, lines and outlines are gold.

28. The badge which may be issued by the Council to persons registered as mental nurses shall be in accordance with the diagram set out below—



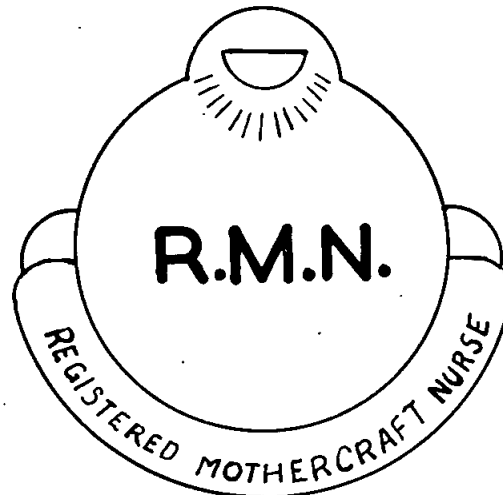
The badge is gold plated and enamelled. The shield is light-blue enamel, the stars gold. The 'V' is green enamel, the scroll light blue. All lettering, leaves, lines and outlines are gold.

29. The badge which may be issued by the Council to persons registered as mental deficiency nurses shall be in accordance with the diagram set out below—



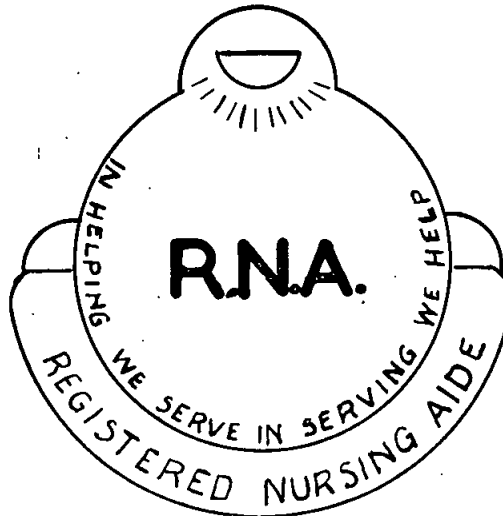
The badge is gold plated and enamelled. The shield is light-blue enamel, the stars gold. The 'V' is yellow enamel, the scroll light blue. All lettering, leaves, lines and outlines are gold.

30. The badge which may be issued by the Council to persons registered as mothercraft nurses shall be in accordance with the diagram set out below—



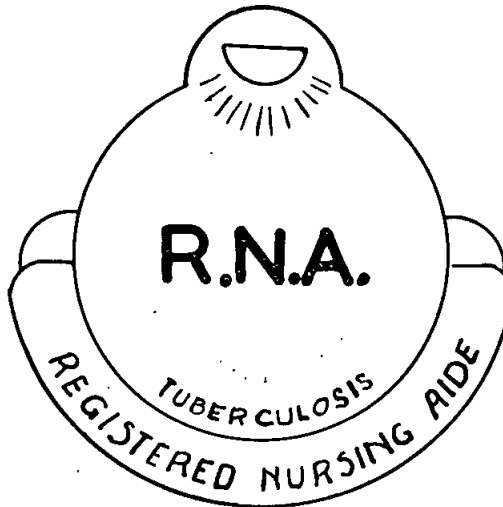
The badge is gold plated and enamelled. The half-moon shape is red enamel, the rays gold. The body of the badge-face is white enamel, the letters "R.M.N." red. The scroll is light-blue enamel. All other lettering, lines and outlines are gold.

31. The badge which may be issued by the Council to persons registered as nursing aides shall be in accordance with the diagram set out below—



The badge is gold plated and enamelled. The half-moon shape is red enamel, the rays gold. The body of the badge-face is white enamel, the letters "R.N.A." royal blue. The scroll is light-blue enamel. All other lettering, lines and outlines are gold.

32. The badge which may be issued by the Council to persons registered as tuberculosis nursing aides shall be in accordance with the diagram set out below—



The badge is gold plated and enamelled. The half-moon shape is red enamel, the rays gold. The body of the badge-face is white enamel, the letters "R.N.A." royal blue. The scroll is light-blue enamel. All other lettering, lines and outlines are gold.

FEEs.

33. Notwithstanding anything in any Regulations made pursuant to any Act repealed by Act No. 6035, the fees payable to the Council for the purposes of Act No. 6035 shall be—

	£	s.	d.
(a) for registration pursuant to an application under regulations 9 and 10 of these Regulations ..	2	2	0
(b) for any examination other than a final examination ..	1	1	0

	£	s.	d.
(c) for final examination (if any) and registration in any one branch of nursing, the prescribed period of training for which is not less than three years, if not previously registered in such branch of nursing in Victoria under any corresponding previous Act or enactment	4	4	0
(d) for final examination (if any) and registration in any one branch of nursing, the prescribed period of training for which is less than three years, if not previously registered in such branch of nursing in Victoria under any previous Act or enactment	2	2	0
(e) for any supplementary examination	1	1	0
(f) for registration certificate issued at initial registration in any one branch of nursing	No charge		
(g) for duplicate of any registration certificate	0	10	0
(h) for annual practising certificate	0	10	0

Nursing Council Regulations 1958.
FIRST SCHEDULE.

CERTIFICATE OF COMPLETION OF TRAINING.

It is certified that.....
(name of trainee)
has completed.....
(months or years)
of training in.....
(branch of nursing)
at.....
(name of training school(s))
in accordance with the prescribed curriculum.
Signed.....Matron.
Signed.....Secretary.

Nursing Council Regulations 1958.
SECOND SCHEDULE.

APPLICATION FOR REGISTRATION.

I,.....
(surname) (other names)
of.....
(address)
hereby apply for registration by the Victorian Nursing Council in respect of the following branch (or branches) of nursing:—
.....
.....
.....

In support of this application I submit the following evidence:—
.....
(nature of document submitted)

and in the case of persons trained other than in Victoria, state that I trained at the following hospitals and places during the times shown against each:—

Place.	Dates.			
	Month.	Year.	Month.	Year.
	From—		To—	

I do solemnly and sincerely declare that—
(a) I am the person named in such documents;
(b) I was born.....
(date, month and year of birth)
and have practised this branch of nursing for a period of.....years;
(number)

(c) my name has not been removed from any register or roll of nurses kept in any country because of any misconduct in a professional sense nor have I been refused registration for such misconduct.

And I make this solemn declaration, conscientiously believing the same to be true by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Declared at.....
in the State aforesaid this
.....day of.....
in the year of Our Lord One
thousand nine hundred and
.....before me,

A Justice of the Peace for the.....Balliwick of the
State of Victoria (or as the case may be).

Nursing Council Regulations 1958.

THIRD SCHEDULE.

APPLICATION FOR REGISTRATION (UNDER SECTION 22 OF
ACT No. 6035).

I,.....
(surname) (other names)
of
(address)

hereby apply to be registered in respect of the following branch of nursing,
namely.....and in support of that
application I do solemnly and sincerely declare that—

- (a) my name is.....
- (b) I was born on
- (c) I have had
 - (i) training for.....months as follows:—
.....
 - (ii) experience for.....months as follows:—
.....
in the branch of nursing in which I apply for
registration.

And I make this solemn declaration, conscientiously believing the same to be true by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Declared at.....
in the State aforesaid this
.....day of.....
in the year of Our Lord One
thousand nine hundred and
.....before me,

A Justice of the Peace for the.....Balliwick of the
State of Victoria (or as the case may be).

Nursing Council Regulations 1958.

FOURTH SCHEDULE.

APPLICATION FOR APPROVAL AS A TRAINING SCHOOL IN ANY
BRANCH OF NURSING.

I.....hereby make
application for approval of.....
(name of institution)
as a training school in the branch (or branches) of nursing named:
.....
.....
.....

Officers of the institution have been instructed to provide any authorized
officer of the Council with any information that may be required by the
Council.

Signed.....Secretary.

Nursing Council Regulations 1958.

FIFTH SCHEDULE.

FORM FOR REPORT ON TRAINEE NURSES WHO HAVE DISCONTINUED TRAINING.

1. Name and address of training school.....

 2. Full name of trainee.....
 3. Permanent address of trainee.....

 4. Dates of commencement and discontinuance of training.....

 5. Branch of nursing in which training commenced.....
 6. Periods of sick leave (if any).....
 7. Description of training and experience to date and result of examinations (if any).....

 8. Suitability and aptitude for training.....
 9. Reasons for discontinuance of training.....
 Remarks:.....

 Signed.....
 (Matron or Director of Nursing)

Nursing Council Regulations 1958.

SIXTH SCHEDULE.

REPORT FROM TRAINING SCHOOL AS TO SUITABILITY OF TRAINEE TO CONTINUE TRAINING.

Hospital or Institution.....
 (Full name of person).....
 Date of entrance to hospital or institution.....
 This person is desirous of completing the prescribed training in.....nursing and is considered by the undersigned to be suitable for such training.
 Signed.....Matron.

Nursing Council Regulations 1958.

SEVENTH SCHEDULE.

CURRICULUM OF TRAINING FOR TUBERCULOSIS NURSING AIDES.

1. Elementary Anatomy	—8 weeks
2. Elementary Physiology	—8 weeks
3. Essential details of Nursing—	
1. Ethics of Nursing.	
2. Surroundings of patient—ward management and cleaning.	
3. Admission of patient—sponge, urine specimen, clothes.	
4. Care of hair, mouth.	
5. Drugs and lotions in common use.	
6. T.P.R. nursing at home.	
7. Prevention and treatment of bed sores.	
8. Local applications.	
9. Feeding and dietaries.	
10. Enemas and douches.	
11. Urine testing and charting.	
12. Simple asepsis.	
4. Essentials of first aid and bandaging—	—12 weeks
1. Emergency treatment burns, cuts, convulsions.	
2. Bandaging.	
3. Disinfection of clothes.	
5. Essentials of Hygiene—	—4 weeks
1. General and personal.	
2. Fresh air and ventilation.	
3. Care of food and milk; water supply.	
4. Disposal of excreta.	
6. Application of above to Tuberculosis	—4 weeks
7. Invalid cookery	—4 weeks
	—1 week
	—
	<u>TOTAL 41 weeks</u>

In all lectures, the subject in relation to Tuberculosis must be stressed by Tutor Sister.

Lectures 1 & 2	—By Medical Officer with films.
Lectures 3, 4 & 5	—By Tutor with films.
Lecture 6	—By Medical Officer with films.
Lecture 7	—By Tutor and Housekeeper.

Subjects for examination will be confined to those procedures which are part of the daily duties and are those in which she should be proficient.

Candidates may be examined in those subjects appearing in Part I.

Training is not to be restricted to these procedures only, but every opportunity is to be taken by the Tutors and Ward Sisters to extend the training of students in other procedures within their proper scope.

Ward Sisters' reports on the general work of candidates will be taken into consideration when assessing candidates for examination.

PART I.

Procedures for examination must be practised by every student and should be carried out in the wards under the supervision of a trained nurse, at least once during training.

If any of the procedures are omitted, the Ward Sister shall report the omission to the Tutor Sister or Matron.

Procedures.

1. Admission of patient.
2. Care of clothing and valuables.
3. Preparation of room and bed for admission of patient.
4. Assist with discharge of patient.
5. Routine bed making.
6. Routine ward tidying.
7. Assist with bed-making in case of sick patient.
8. Sponging patient and assist with sponging of sick patient.
9. Preparation of bath and bathing patients.
10. Routine care of back and pressure points.
11. Prevention and care of bedsores and skin abrasions.
12. Assist in positioning of patient.
13. Routine care of mouth—care of dentures, gargles, mouth toilets.
14. Care of hair—including shampoos.
15. Care of hands, feet, skin—including nail manicures.
16. Sitting patients out of bed and putting them back to bed.
17. Routine bed pan and urinal service.
18. Taking temperature, pulse and respiration and charting.
19. Measuring and charting fluid intake and output.
20. Urine testing—simple.
21. Administration of simple mixtures.
22. Disinfection and care of bed and bedside furniture (including air cushion, hot-water bag, and cover, mattress, pillows, mackintosh, linen, blankets).
23. Transfer of patients on lounges to wards, departments.
24. Care of helpless patients.
25. Giving out meal trays.
26. Washing and re-filling water jugs—washing and care of drinking glasses.
27. Making fruit drinks and preparing fruit.
28. Teaching and supervising patients' routines and time-tables.
29. Feeding helpless patients.
30. Weighing patients and charting with time and date.
31. Bedside nursing with special reference to risks of infection and prevention of spread of tuberculosis.
32. Disinfection and disposal of sputum and disinfection of sputum receptacles.
33. Collection of specimens—urine, faeces, sputum and vomitus.
34. Safe custody of medicines, poisons and disinfectants.

PART II.

Cooking and serving simple meals.

Simple eye bathing.

Preparation and application of plasters.

Administration of moist inhalations.

Bandaging—limbs and eyes; and slings.

Preparation of mortuary case.

Assist with last offices.

Cleansing and care of Equipment:

Stainless steel and monometal utensils, sterilisers, rubber goods and surgical instruments, bedpans, urinals, bowls.

Care of sputum mugs and flasks with reference to risks of infection.

Care of glassware, crockery, linen, trolleys, lounges, wheel-chairs, electrical equipment—toasters, jugs, kettles.

General duties to be supervised and practised:

Answer telephone—take and deliver messages accurately, noting time and date message received, and refer to Sister in charge of Ward or Senior Nurse.

Maintain high standard of cleanliness in wards, annexes, pantries, balconies, duty rooms.

Respond instantly to patients' signals.

Receive and attend to patients' flowers, mail, packages.

Arrange ward flowers.

Attend to windows, blinds, doors, and regulate lighting in wards.

Transport patients by wheel-chair or lounge as instructed, to another ward, X-ray, operating room or other departments.

Constant observation of patients with special reference to time-tables and routines.

Report immediately to Sister or Senior Nurse in Charge of Ward, any injuries, accidents or untoward happenings.

Maintain personal hygiene and behaviour at all times—
including courtesy to visitors.

Theory given by Tutor Sister and practise where possible:

Simple cookery—principles of dietary, cooking, films and discussions.

Fumigation—methods and types.

Writing ward reports, including accurate observation and noting down of details for Ward Sister.

Surgical techniques and asepsis including sterilization by boiling.

Simple enemata.

Simple routine dressings.

Nursing Council Regulations 1958.

EIGHTH SCHEDULE.

CURRICULUM OF TRAINING FOR NURSING AIDES.

The curriculum of study for training for nursing aides shall be and include subjects and matters hereafter mentioned.

All students shall spend a period of time, to be determined by the Council, in a preliminary training school and time or times determined by the Council for revision.

Total theoretical instruction shall amount to the equivalent of at least six weeks.

Lectures—

Hospital ethics and etiquette.

Personal hygiene and maintenance of health.

The structure and functions of the body.

Simple nursing procedures covering details outlined in the syllabus.

Elementary nutrition and feeding of patients.

Care of the infant and child.

First Aid.

SYLLABUS.

All subjects are to be taught in a simple and essentially practical manner.

Introduction.

Short review of the value of nursing and its place in the community.

The qualities nursing requires in a recruit and advice as to the management of her life as a nurse.

The nurse's responsibility towards individuals and property.

The patient as an individual and the effect of illness on behaviour.

The general plan of a hospital. Care of property and equipment.

Body structure and functions in health—elementary hygiene—the laws of healthy living—the maintenance of health.

An elementary knowledge of—

The structure of the human body.

The functions of the body, applied to the normal.

Nutrition: Purpose of food. Types of food and accessory food factors. Preparation and serving of food. Principles and method of simple cookery.

Hygiene: The laws of healthy living as these affect the individual and the community and are applied to the home. The maintenance of health. The importance of promoting good health. The factors which cause deterioration in health, and how these may be dealt with by the individual, in the family and the community.

First Aid: The principles and practise of first aid.

General Nursing:—Care of patients, routine nursing procedures, handling of equipment.

Equipment: Handling and care of equipment in common use, including bed accessories and utensils.

Routine Nursing Procedures: Preparation and making of beds and cots. Positions used in nursing. Admission of patients. Immersion baths and fully sponging. Care of mouth, skin, hair, nails, hands and feet. The treatment of verminous patients. The giving and removing of sanitary utensils. Care of helpless and incontinent patients. Prevention of bedsores. Taking temperatures, pulse and respiration rate. Serving meals and feeding helpless patients. Care of ambulant patients. Transfer and discharge of patients. Instruction in care of the dying and Last Offices; (not required to perform). Care of patients' property and clothing. Care and custody of medicines. Safe custody of poisons, i.e., disinfectants. Preparation of lotions in common use. Observation and disposal of urine, faeces, sputum and vomitus. Collection of specimens. Simple urine test. Giving and receiving reports. Duties of night nurse.

Special Nursing Procedures: Preparation for and method of carrying out the following:—Sponging patient. Swabbing and bathing eye, except in the case of eye operations. Preparation for examination of throat and nose. Applications of compresses, fomentations, poultices, liniments and ointments. Preparation for application of plaster of paris. Administration of dry and moist inhalations. Preparation for examination of vagina and rectum. Simple enemata and rectal washouts. Giving rectal saline. Passing a flatus tube. The use and care of common surgical appliances.

Surgical cleanliness and surgical nursing care. Asepsis and antiseptics. Sterilization of articles in common use. Surgical cleansing of hands and forearms. Disinfectants in common use. Disinfection. Preparation for surgical dressings.

Instruction in simple dressings, which may be carried out under supervision for training purposes. Preparation of patients for operation, including responsibilities of nurse, serving of early breakfast, if ordered, and its importance. Measures taken to prevent chill in transport. Making of operation bed. Safe custody of jewellery, dentures and other possessions. Attention to bladder.

Emergencies: Procedure in case of accidents in the ward.

Instruction in the care of an unconscious patient.

The nursing duties and attention required during illness—the main features of disease.

Introduction: The characteristics of the body in health. The factors which contribute to, or cause ill health. The importance of the early recognition of the signs and symptoms of disease.

Infection: Cause. Predisposing factors. Modes of transmission of infection.

Diseases of Social Importance. Information the community should have in regard to tuberculosis, venereal disease and cancer.

Immunization: Factors influencing natural immunity and methods of producing artificial immunity. Diseases for which artificial immunization is available.

Observation and significance of symptoms. General care for the comfort of patients. Prevention of bedsores. The importance of providing occupation and of getting patients up. Special aspects of disease in old age and in the chronically ill.

Children: Daily care of, including bathing; diaper changing; observations to be made; precautions regarding unrecognized infections; precautions in restricting movements of children; care of infants' feeding bottles and teats.

Nursing and care of patients suffering from:—

- (a) pulmonary tuberculosis;
(b) infectious diseases.

Principles of barrier nursing. Mode of infection, preventive measures, general nursing, care of patients.

Nursing Council Regulations 1958.

NINTH SCHEDULE.

APPLICATION FOR EXAMINATION, AND REGISTRATION

(where applicable)

The Chief Nursing Officer
Victorian Nursing Council

I hereby apply to sit for the examination for a certificate of registration
Inat
(branch of nursing) (Centre e.g., Melbourne, Geelong, &c.)
to be held on.....and herewith submit the required
(date)

fee of.....
Names in full (Block letters).....
Present address.....
Training school.....
Date of commencement of training.....
Anticipated date of completion of training.....
Length of leave other than annual leave.....
Signature.....
(Applicant)
Date.....

Nursing Council Regulations 1958.

TENTH SCHEDULE.

CERTIFICATE OF TRAINING UNDERGONE.

It is certified that.....
(name of trainee)
has completed.....
(months or years)
of training in.....
(branch of nursing)
at.....and that
(name of training school)
during that period she/he has attended the lectures in the subjects shown
for the number of times stated against each.
Number of lectures Subjects
Signed.....Matron.
Signed.....Secretary.

Nursing Council Regulations 1958.
ELEVENTH SCHEDULE.
NOTICE OF INTENTION TO PRACTISE.

I,.....
(names in full)
of
(address)
hereby give notice to the Victorian Nursing Council of my intention to practise the following branch of nursing during the year ending the 31st December, 19.....:—
.....
(name of branch of nursing)
and apply for the issue by the Council of an annual practising certificate in respect of that branch for the year stated. In support of this application I declare that my name appears on the Register of nurses of the Council and that the number of that registration is.....
As required by sub-section (4) of section 28 of the Nurses Act 1956 I undertake to advise the Council in writing within three days of any change of permanent address from that shown in this form.

Nursing Council Regulations 1958.
TWELFTH SCHEDULE.
ANNUAL PRACTISING CERTIFICATE.

By direction of the Victorian Nursing Council I certify that
of
is authorized to practise the following branch or branches of nursing namely—
.....
for fee or reward during the year ending the 31st December, 19.....
.....
Chief Nursing Officer.

Nursing Council Regulations 1958.
THIRTEENTH SCHEDULE.
APPLICATION FOR WRITTEN AUTHORITY TO WEAR PRESCRIBED HEADRESS.

I,.....
(full names)
of
(address)
registered by the Victorian Nursing Council in respect of.....
.....
(class of nursing)
Registered number.....hereby apply for written authority to wear the headress in respect of that class of nursing.
Signature.....
Date.....

Nursing Council Regulations 1958.
FOURTEENTH SCHEDULE.
APPLICATION FOR PRESCRIBED BADGE.

I,.....
(full names)
of
(address)
registered by the Victorian Nursing Council in respect of.....
.....
(class of nursing)
hereby apply for a badge in respect of the class of nursing.
Signature.....
Date.....

Dated at Melbourne this 4th day of February, 1958.

ALAN H. RAMSAY, Chairman.
L. MAVIS AVERY, Chief Nursing Officer.

And the Honorable Ewan Paul Cameron, Her Majesty's Minister of Health for the State of Victoria, shall give the necessary directions herein accordingly.

A. MAHLSTEDT,
Clerk of the Executive Council.

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