

CIRCULAR }

No. 14. }

WAR DEPARTMENT,
SURGEON GENERAL'S OFFICE,
Washington, November 7, 1898.

INFORMATION FOR FEMALE CONTRACT NURSES IN THE U. S.
ARMY.

Contract and Duties.

The contract which is made by the Surgeon General with a female nurse for Army service is for an unlimited period. In signing this contract and taking the oath of office a nurse is understood to promise that she will perform the important duties entrusted to her with unwavering devotion to the welfare of her patients and with the dignity of demeanor which is essential for Army service. Reports of each nurse are sent to the Surgeon General, and on these reports action is based.

Pay.

While under contract a nurse receives \$30 a month salary; payable either on pay rolls or vouchers. While nursing at a hospital she receives also her lodging, board, and laundry of uniforms. Expenses incurred for these things by a nurse will not be refunded.

Uniform.

No uniform for nurses has as yet been prescribed, but for the present a nurse is expected to furnish and wear such dresses, aprons, and caps as are usually considered suitable.

Chief Nurse.

If the surgeon of a hospital so requests, the Surgeon General may appoint a chief nurse, whose duty it shall be to look after the welfare of all of the nurses in the hospital; to see that they are comfortable and that they receive attention when ill; to assign each to her specific duty and see that the hours of such duty are strictly kept. She is also expected to have supervision of the general department of the nurses and to perform such other duties as the surgeon may direct, but not to undertake nursing herself.

Traveling under Orders.

After signing the contract a nurse is subject to military discipline and must promptly obey any order given her. When traveling under orders she must not stop on the way. She must not, under any circumstances, leave her post or take any journey without written authority from the Surgeon General or from the surgeon under whom she is serving. When traveling under orders she will be furnished in advance with transportation. This means an order for her railway ticket and sleeping-car berth, which are exchanged by her at the station for regular tickets.

Leaves.

A nurse will not receive pay for time absent from duty unless given by the surgeon—in writing—a sick leave or leave of absence "with pay." This must be for a specified time, one week before the expiration of which the nurse must report in writing to the Surgeon General for orders, unless she already has orders to return to her former place of duty. Should her services not be needed at that time the Surgeon General may annul her contract. While on leave with pay the nurse is entitled to commutation of rations at the rate of 25 cents per day. To obtain this she must, when she returns to duty, apply to the Surgeon, who will indorse her papers of leave and forward them to the nearest commissary.

Leave of Absence.

When a nurse is granted leave of absence, at her own request, she does not receive pay for the time absent, unless the surgeon grants—in writing—a "leave with pay," which can not exceed ten days or be allowed soon after entering the service. As she is not traveling under orders she does not receive transportation.

Sick Leave.

In case of sickness contracted in the line of duty, a nurse is entitled to medical attendance either in her quarters or at the nearest available Army hospital. But if she prefers to return home, or to some other hospital, the surgeon may grant a sick leave with pay (for thirty days). If the surgeon also gives her written orders to proceed to her destination, she

will then be entitled to transportation, as explained above. In such a case another nurse may, if necessary, be ordered to accompany her, and transportation furnished her also. If unable to return to duty at the end of the sick leave, a certificate from the attending physician stating this fact, and the probable date when the nurse will be fit for duty, must be forwarded to the surgeon granting the sick leave or to the Surgeon General, if she has no station. This certificate is sufficient to cover absence for the term specified therein. Bills for medical attendance can not, under the regulations, be allowed.

Transfer.

Transfers from one hospital to another are ordered only when the necessities of the service require it. The preference of a nurse is consulted whenever possible, but she is expected to remain at the hospital to which she is assigned so long as her services are needed there. Nurses who go to Porto Rico or Cuba are expected to remain at least six months, if their services are satisfactory.

Annulment of Contract.

The contract of a nurse may be annulled at any time by the Surgeon General or by his direction. A nurse is not expected to request such annulment before the expiration of two months, unless able to give satisfactory reason therefor.

Transportation, as above defined, is given on annulment of contract, except when "for misconduct or neglect of duty."

Transportation will be to place of making the contract, except that when made at the place of duty it will be furnished to the place designated in the contract as her residence.

GEO. M. STERNBERG,
Surgeon General, U. S. Army.

NURSE.

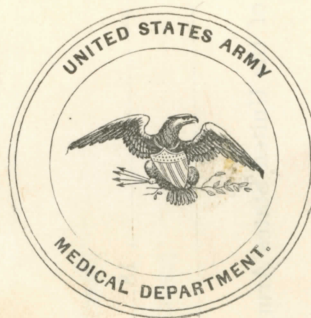
CONTRACT FOR SERVICES

BY

on the ----- day of -----, 18-----,

WITH

U. S. Army.



This Contract, entered into this _____ day of _____, 18____,

at _____, in the State of _____
between _____, of the United States Army,
and _____, of _____,
in the State of _____, witnesseth: That for the consideration hereinafter
mentioned, the said _____ promises and agrees to
perform the duties of Nurse, at _____, and
the said _____ promises and agrees,
on behalf of the United States, to pay, or cause to be paid, to the said _____
_____, the sum of thirty dollars per month, and to furnish one ration, in
kind, per day, and medical attendance, during the period _____ shall continue to perform the
services above stated.

AND IT IS FURTHERMORE AGREED that the said _____
shall receive transportation while on duty, and on departure from and return to place of making this
contract; provided said contract is not annulled for misconduct or neglect of duty, in which case no
transportation will be furnished. All of which shall be _____ full compensation. This contract
shall continue until determined by the Surgeon General or the Chief Surgeon of a Military Department
or Army in the field.

Signed, sealed, and delivered in the
presence of

}
}
}

[SEAL]

[SEAL]

NOTE 1.—Contracts for services as Nurse should be made in quadruplicate, two copies to be forwarded to the Surgeon General with oath of office for record, one copy to be given to the person contracted with, and one copy to be retained by the officer making the contract.

NOTE 2.—Accounts arising under this contract will be made out on Form 4, and paid by the Medical Department.