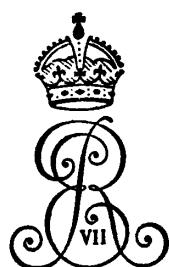


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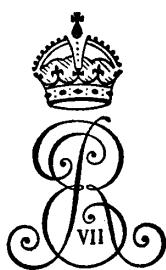
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*Report of an Enquiry by
The Hospital Centre*

MARCH
1965

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1996年1月1日-2000年12月31日

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10. *Leucania* *luteola* (Hufnagel) *luteola* (Hufnagel) *luteola* (Hufnagel)

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1. *Chlorophytum comosum* (L.) Willd. (Liliaceae)

1. *Leucosia* (Leucosia) *leucosia* (L.) (Fig. 1)

1. *Leucosia* (Leucosia) *leucosia* (L.) (Fig. 1)

THE CHIEF COUNTRIES OF THE WORLD.

— 2 —

1. *Leucosia* (L.) *leucostoma* (L.) *leucostoma* (L.) *leucostoma* (L.)

10. *Leucosia* (Leucosia) *leucostoma* (Fabricius) (Fig. 10)

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BROCHURES FOR SCHOOLS OF NURSING

INTRODUCTION

Enquiries have frequently been received by The Hospital Centre from hospitals contemplating the production or revision of Nurse Training School brochures and staff information booklets. It was therefore decided to undertake a survey of the design and content of present publications and the extent to which they are being used. This survey disclosed a wide variety in style, cost and circulation of brochures and revealed the fact that only a minority of hospitals provide information booklets or leaflets specifically for the benefit of newly appointed nursing staff.

The findings of the survey are given in this report together with some comments and suggestions on future needs and possibilities. The appendices contain examples of what seem to be some of the best features of the brochures and booklets examined.

Although the feminine gender has been used throughout this report, it should be taken to refer equally to male nursing staff.

THE ENQUIRY

This report is based upon information obtained from a questionnaire sent to all hospitals with Nurse Training Schools of whatever type within the area of one Metropolitan Regional Hospital Board, and to an equal number selected from among all the other hospital regions in the United Kingdom. Replies were received from all but four of the 126 hospitals concerned and a total of 87 brochures and 13 information booklets or leaflets for nursing staff was obtained. Just over 76 per cent. of the training schools replying to the enquiry had brochures in current use, in preparation, or reprinting. Nearly 8 per cent. had no printed and illustrated brochure but used duplicated sheets or plain printed leaflets in their place. The rest stated that they had no brochure; in some instances an out-dated publication had not been replaced while others had never produced a brochure.

A number of training schools were recognised for two or more types of nurse training. In some hospitals the various types of training were included in one publication; other schools published separate brochures. Similarly some schools of nursing issued group brochures, and others provided separate publications for the individual hospitals in the group.

Details of the number and type of training schools whose brochures and publications form the basis of this survey are given in Table A.

PREPARATION AND CIRCULATION OF BROCHURES

The completed questionnaires revealed a wide variety in the composition of groups of officers responsible for the production of brochures. The Matron figured in all but one reply, but the Senior Tutor was involved in less than one half, and other grades of nursing staff took part in consultation in only two per cent. Medical staff were concerned in eight per cent. of the hospitals (mainly psychiatric hospitals) but members of the administrative staff took part in 30 per cent. Committees, chiefly Nursing Education Committees, were found to be wholly or partly responsible for about 20 per cent. of the publications.

The date of the first brochure published was 1911; just under three-quarters of the brochures were first produced after 1948, with 1950-55 as the peak period. Of the hospitals providing this information only one had not revised its brochure since 1953 and the majority had done so during the last four years.

There was considerable variation in the extent of circulation of brochures. Totals varied from under 50 to 1,500 a year but the general picture showed an annual distribution of 100-200 for training schools with a largely local appeal and an understandably higher rate for those training schools associated with teaching hospitals. Over half of the training schools sent brochures to all enquirers who appeared to be in any way suitable for training. The remainder has certain reservations, particularly with reference to applications from overseas. It appeared to be fairly common practice to supply a few copies to local day-schools, but in only a small number of cases were brochures distributed in any quantity. Two thirds of the hospitals selected the types of schools from which they hoped to obtain recruits.

TYPES OF PUBLICATIONS IN USE

The main purpose of a brochure clearly is to provide the potential applicant first with basic information on nursing as a career and then with details of the facilities for training offered by the individual hospital. A number of applicants do not proceed beyond the initial enquiry; others are more deeply interested and require

further information. For the enquirer who has been provisionally accepted for training even more information is needed. A serious problem is how best to meet these requirements within strict financial limits, at the same time arousing and maintaining the interest of prospective trainee nurses. Some of the important information required is liable to constant change. Alterations in a printed booklet give a bad impression, yet to omit these details would detract considerably from the value of the publication.

The selection of brochures obtained during this survey illustrates the various methods by which different hospital authorities have tried to overcome these difficulties. Some attempt to include in one publication all relevant information from pre-entry requirements to retirement pensions but many have partially solved the problem by the use of additional information sheets.

STYLE AND ILLUSTRATIONS

Brochures differed widely in size, colour and style of printing and layout. They varied from small leaflets to foolscap sheets but the most popular type was a booklet 8½ inches by 5 inches in size, either horizontal or upright, with a semi-stiff cover in one colour. The individual training school badge was reproduced in colour in almost all publications.

The number of illustrations varied considerably, ranging from none to thirty. The majority took the form of photographs, but there were a few examples of line drawings and a number of maps of the district or sketch plans of the locality. The most popular subjects for illustrations were wards followed closely by views of the exterior of the hospital and nurses' residence, public rooms in the latter, and the teaching department. About half of the brochures gave examples of nurses' bedroom accommodation, operating theatres, and other departments of the hospital such as x-ray and occupational therapy. Views of the hospital grounds and examples of local amenities were to be found in about one third of the publications but very few included illustrations of social activities in the hospital.

The best illustrations were full of action and human appeal, and half of the brochures contained one or more photographs of some special interest, such as Royal visits, views of local beauty spots, places of great historical interest in the district or items peculiar to the individual hospital.

COSTS AND SOURCES OF FINANCE

Information under this heading was not available from all the training schools but it was found that the cost of individual brochures varied from 6d. to 6/5d. The best brochures were not necessarily the most expensive but the productions which were outstandingly good varied from 1/9d. to 4/8d. each. No useful conclusion can be reached, however, from this part of the survey due to the varying factors involved. The costs given were spread over the last four years; the number of brochures printed at any one time varied from 250 to 6,000, and it was not always clear whether the costs quoted referred to the initial printing or to a less expensive reprinting.

The expense of printing brochures was met by Exchequer funds in the large majority of cases. Free monies accounted for 8 per cent. of the publications while the few remaining brochures were financed from a variety of sources, partly Exchequer and partly private funds, chiefly donations from Leagues of Friends. Only two hospitals said that they had been unable to produce brochures through lack of funds.

RECOMMENDATIONS

It seems clear that, in order to attract recruits to the nursing profession and then to help them to settle satisfactorily into their new life, several publications are required. Local needs and individual opinions and preferences are bound to show variations, but the basic requirements fall into three main divisions.

First, an attractive illustrated brochure is necessary to introduce the intending candidate to the profession of nursing and to her own choice of a training school. Secondly, more detailed information will be required on matters mentioned only in general terms in the brochure. This can probably be best supplied in the form of supplementary information sheets, since many of the details are subject to frequent amendments. Thirdly, the accepted candidate needs further information, particularly with reference to her life in the nurses' residence and on the wards. A staff booklet is probably the best way of meeting this requirement.

1. The Brochure

For the young woman of to-day, the world is her oyster, and the nursing profession has now to take its place as only one of many careers competing for her services. The training school

brochure is often the candidate's first introduction to nursing and its value therefore can scarcely be over-estimated.

The first aim of a brochure is to stimulate interest; it should therefore be attractive, well illustrated, colourful and up-to-date. Vital information should be presented clearly, simply and as briefly as possible. In order to save the expense of constant reprinting it is best to include in the brochure only that information which is relatively unchanging. Items requiring constant revision are more suited to supplementary sheets or leaflets with brief general reference only in the main brochure. Another solution is to print the brochure in looseleaf form, replacing out-dated pages as necessary. The training curriculum, including visits of interest, and post-registration prospects can well be given in considerable detail in the brochure, possibly by means of tables and diagrams.

The manner in which this information is presented both by words and illustrations is almost as important as the information itself. The use of the second person helps to give a human touch and a friendly approach while the question and answer method of presentation can also be helpful, provided that the questions are well-chosen and the answers clear and concise. Again, a careful choice of headings and sub-titles can add considerably to its attraction. Such titles as 'For your comfort' or 'For your well-being' strike a warm and human note, while captions such as 'Relaxation' and 'Meditation' are to be preferred to the more stereotyped title such as 'View of Nurses' sitting-room'.

Close-up photographs of patients, particularly children, the elderly, and nursing staff, have considerable appeal, but stilted and unnatural groups of staff and "dead" views of hospital departments should be avoided. The potential candidate is not likely to be impressed by serried rows of empty chairs in the lecture-hall or dining-room or by a bedroom with an austere and institutional air. Lively illustrations of staff at work in wards, theatres and other departments and informal groups at leisure are far more likely to create a desire to join their ranks.

Although it is only natural and right to present both the nursing profession and the individual hospital in the best possible light, it is unwise to over-glamourize, and any tendency to extravagance in either words or illustrations should be avoided. The profession of nursing should be made as attractive and worthwhile as possible with a strong emphasis on a full and balanced life in the community, but it would be wrong to hide the fact that the student nurse is required to work, to study and to be subject to discipline.

An excellent way to stimulate interest is to illustrate the progress of training through school and wards to final graduation, by a series of well-chosen photographs.

A brochure, however, must not only arouse the interest of potential recruits and gain the approval and confidence of parents, but should also stimulate further action. A number of the publications received used their last page to do this effectively. An open invitation to visit the hospital accompanied by parents or friends can improve public relations and general understanding as well as help recruitment. This can be particularly valuable in shaping the public image of the psychiatric hospital. Detachable application forms and perforated pre-paid printed postcards requiring only the name and address of the enquirer are also useful.

The increasing use of the services of journalists and advertising agencies with advice from nursing staff on professional matters, shows the growing realisation of the need to produce brochures of a high technical standard to meet modern competition. Some of the most outstanding publications received were professionally produced. The difference between these modern publications and the more traditional and somewhat old-fashioned type of brochure, written largely in essay form and with illustrations so often lacking in human interest and appeal, was most striking. "The old order changeth, yielding place to new" applies to methods of publicity and recruitment as well as to training.

A cheaper version of the main brochure in leaflet form, containing only abbreviated basic information, and illustrated by a few well-chosen action photographs, could well make a useful hand-out for use at local Careers Days and Exhibitions.

Suggestions for the contents of a brochure prepared on these lines are contained in Appendix A (i).

2. Supplementary Information Sheets

Certain items of information which require constant revision, particularly salary scales and conditions of service can best be provided as loose supplementary sheets. Other subjects well suited to the same method of presentation are application forms, lists of text books and personal requirements and the conditions of agreement and services applicable specifically to nursing staff (see Appendix A (ii)). Certain forms to be completed by candidates, such as dress measurement forms and agreements for inoculation,

can also be included with the supplementary sheets. These sheets should not differ too markedly from the main brochure in standard and style of printing and production and each replacement should bear the date of revision.

The few hospitals supplying enquirers with a map of the hospital locality incorporated it in their brochure. This is, however, one item which could well be included as a supplementary sheet, thus leaving valuable space for other information. Many hospitals to-day keep supplies of such maps for general use. The small illustrated leaflets produced by the publicity departments of many borough and town councils could also be considered as possible enclosures.

When and how this additional information reaches the candidate is largely a matter of local choice. Some hospitals include supplementary information sheets with the brochure on first application; others prefer to hand some, if not all of the sheets to the candidate at a personal interview. When sheets are included with the brochure, they should preferably be placed for safe keeping in an envelope pocket in the back cover. Attention can be drawn to this additional source of information either by direct reference in the brochure or by a suitable comment printed on the pocket itself.

3. Information Booklets

A considerable volume of varied information is required by the new entrant but much of this, particularly that concerned with the detailed organization of nurses' residences, is not actually needed until shortly before the start of duties. Part of this information is common to all hospital staff, while other items are applicable only to nurses. The means by which the new nurse acquires the necessary information appear to be many and varied. In some hospitals she receives a copy of the general staff information booklet; other hospitals apparently rely upon details given in the training school brochure or in the accompanying leaflets. It seems, however, that she is too often left to find out for herself as best she can.

Thirteen hospitals co-operating in the survey supplied samples of leaflets or booklets prepared specifically for nursing staff and compiled, as one booklet stated, 'in the hope that they will give..... much information that would otherwise have to be collected bit by bit.....sometimes at great inconvenience, sometimes too late.'

Most of these publications are excellent and combine the necessary information with a general welcome to the newcomer. The use of clever and amusing illustrations to drive home points of particular importance could be more widely adopted.



ELECTRICAL APPLIANCES such as wireless must be installed by the Engineer, so please ask Home Sister about it.

A clearly labelled plan of the hospital, giving an index to the different wards and departments can be a valuable addition provided that the size of the booklet is adequate to contain it. This same proviso applies equally well to the code of nursing ethics in some form which is provided by several schools of nursing. As this booklet is, in effect a reference book to be retained and consulted, its value can be greatly enhanced by the addition of an alphabetical index, as well as by the use of bold headings and attractive layout.

Suggestions for the possible contents of information booklets designed specifically for nursing staff are given in Appendix A (iii). Appendix B (ii) contains extracts from some of the booklets received.

The Hospital Centre is most grateful for all the information and advice that has been so readily offered by the Matrons and Superintendents of Schools of Nursing who were invited to co-operate in this investigation. It is hoped that the findings of the survey and the suggestions incorporated in this report will be of practical use to hospital authorities contemplating the preparation or revision of Nurse Training School brochures and associated literature.

A more detailed statistical analysis of the results of the survey is available on request.

By the courtesy of the hospital authorities concerned, the Centre is able to lend folders containing selections of Nurse Training School brochures, as well as information booklets and staff handbooks both for hospital staff in general and for nursing staff in particular.

TABLE 'A'
ANALYSIS OF BROCHURES RECEIVED

Types of Nurse Training	PUBLICATIONS		Totals
	Brochures	Leaflets	
GENERAL	59	4	63
ENROLLED	15	6	22
PSYCHIATRIC	8	—	8
MIDWIFERY	7*	2	9
CHILDREN'S	3	1	4
MENTAL DEFICIENCY	1	—	1
TUBERCULOSIS	2	—	2
OPHTHALMIC	1	—	1
ORTHOPAEDIC	1	—	1
POST-REGISTRATION ..	3	—	3

The above shows the number and varieties of training mentioned in the brochures received. Several types of training were included in some publications.

* 2 separate brochures only for Midwifery training
Also: Combined training—2

APPENDIX A (i)

SUGGESTIONS FOR CONTENTS OF ILLUSTRATED BROCHURE

1. **Introduction** The career of nursing.
2. **The Individual Hospital (or Group)**
 - (i) Brief history
 - (ii) Note on location
 - (iii) Description of type(s) of illness treated
3. **Nurse Training**
 - (i) Type of course(s) (general, enrolled, midwifery, special, etc.)
 - (ii) Conditions of entry:
 - health
 - educational standards⁽¹⁾
 - age limits
 - (iii) Details of training:
 - (a) (i) Introductory period
 - Trial period
 - (ii) Shortened training for candidates with previous qualifications.
 - (b) Curriculum (in detail)—Subjects studied
 - Secondments
 - Block system
 - Visits of interest
 - (c) Examinations—(mention that students pay their own fees)
 - (d) Qualifications—(certificates, prizes, awards)
 - (e) General—Hours of duty
 - Annual leave
 - Training allowances and superannuation
 - Uniform
 - Care of students' health

(1) This should include notes on:

- (a) English language for foreign students
- (b) G.N.C. special educational test

4. The Nurses' Life

(a) ACTIVITIES

- (i) Social activities of hospital
- (ii) Organizations and clubs
- (iii) Student nurses' association
- (iv) Joint consultation
- (v) Spiritual welfare
 - Services and chaplains
 - Local churches
 - Hospital fellowships
- (vi) Local amenities
 - Transport
 - Activities
 - Places of interest

(b) RESIDENTIAL ACCOMMODATION

- (i) Brief account (giving details of general comfort)
- (ii) Amenities
- (iii) Accommodation for male nurses (if applicable)
- (iv) Non-residence (arrangements, parents' permission necessary, etc.)

5. Post-Registration Opportunities

6. Application for Admission

- Method—form or letter
- Interview
- Transport and expenses
- Attendance of parents
- Tour of hospital
- Accommodation and hospitality (if necessary)

7. Conclusion

- (i) Brochure only an introduction
- (ii) Invitation to request further information

APPENDIX A (ii)

SUGGESTIONS FOR SUPPLEMENTARY INFORMATION SHEETS

1. Application Form

2. Conditions of Service

(a) GENERAL

Details of:

- Hours
- Training allowances and deductions
- Post-qualification salary scales
- Annual leave
- Superannuation deductions
- Sick leave allowances
- N.H.I. sick pay and deductions
- Dependents' allowances

(b) NURSING STAFF ONLY

- Conditions of acceptance
- Introductory period
- Trial period
- Conditions of engagement
- Agreement of service
- Reductions in training
- Hospital training and examinations⁽¹⁾
- Making up sick leave
- Special leave and compassionate leave
- Notice of marriage
- Residential requirements
- Suspension from duty
- Termination of agreement

3. List of Textbooks

⁽¹⁾ This should include details of examination fees which have to be paid by students themselves.

4. List of Personal Requirements

Outdoor uniform

Personal clothing

Requirements regarding special items (e.g. hospital scarf, cardigans, shoes⁽²⁾ and stockings)

Miscellaneous items (watch, scissors, stationery, sundries, etc.)

(N.B. This list should include a special note on the importance of marking all personal property with the owner's name)

5. Agreement Form for Inoculations, etc.

6. Special Information for Overseas Applicants

Government sponsorship

Educational standards

Work permits

Immunisation, etc.

APPENDIX A (iii)

**SUGGESTIONS FOR CONTENTS OF INFORMATION
BOOKLET FOR NURSING STAFF**

1. Welcome

2. Purpose of Booklet

3. On joining:

Insurance card

Income tax form

Superannuation

4. Hours of Duty:

Total

Off-duty

Rota arrangements

(2) Some brochures give details of type of shoe required and name of suppliers. Other hospitals make arrangements for representatives to call at the hospital to fit members of the staff.

5. Salaries:

Times and method of payment
Advance payments
Holiday allowances
Enquiries

6. Annual Leave:

Allowances
Holiday lists
Leaving forwarding address
Reporting on return

7. Arrangements for Meals:

Times of meals
Non-resident staff meals
Late suppers
Meals when off-duty
Snacks and sandwiches
Use of crockery and cutlery

8. Care of Health:(¹)

Reporting sick
Medical care in hospital
Illness away from hospital
Reporting back after sick leave
Medical certificates
National insurance benefits
Reporting of accidents

9. Correspondence:

- (i) Correct postal address
- (ii) Notification of change of home address

10. Residential Accommodation:

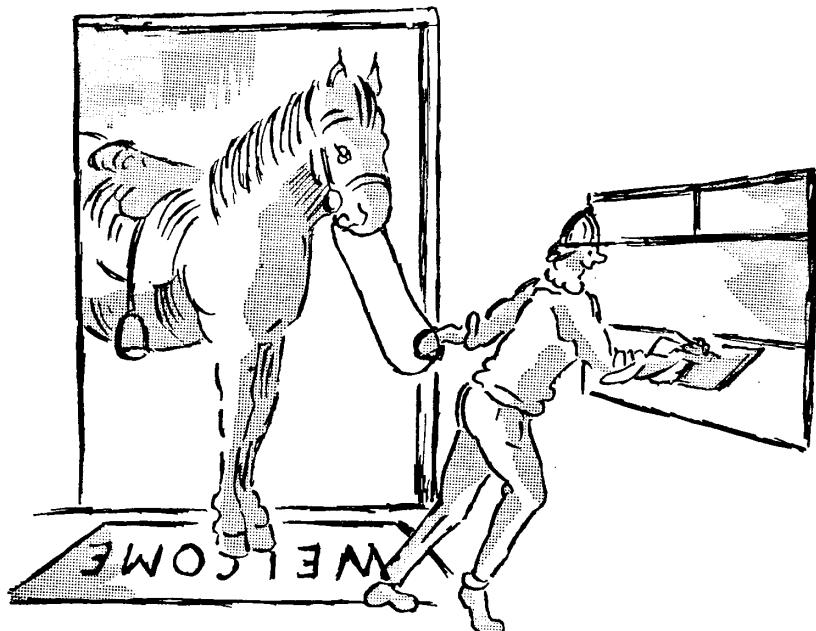
- (i) *Community life:*
Consideration for others
Noise and its control (radios, etc.)
Arrangements for parties

(1) See: "Memorandum on the Supervision of Nurses' Health" King Edward's Hospital Fund for London. 1/-.

Use and care of public and service rooms
Trunk and box rooms
Sleeping out-arrangements
Front door keys
Night nurses' sleeping hours
Hospitality—arrangements for visitors
Telephone calls

(ii) *Amenities:*

Services available
Loan of equipment



SPORTS EQUIPMENT, IRONS, ETC., should be signed for in Home Sister's office and replaced after use.

(iii) *Bedrooms:*

Care of rooms and equipment (mention pin-up boards and ash-trays)
Use of electrical appliances
Keys—door and wardrobe

- (iv) *Security of personal property:*
 - (a) Hospital does not accept responsibility
 - (b) Personal insurance scheme
- (v) *Requisition for repairs*

11. **Arrangements for Non-resident Staff**

12. **Uniform⁽²⁾**

- (i) *Description of types of uniform in hospital:*
 - Nursing staff
 - Technical staff
 - Others
- (ii) *The nurse and her uniform:*
 - How and where to be worn
 - General appearance
 - Make-up, jewellery, etc.
 - Special note on shoes
- (iii) *Issue and upkeep:*
 - Initial issue
 - Care and upkeep
 - Repairs and replacements
 - Return on leaving

13. **Laundry Arrangements:**

- (i) *Day, time and method of:*
 - Issue of clean linen
 - Collection of soiled linen
 - Collection and delivery of personal laundry
- (ii) *Free laundry allowance*

14. **General Amenities:**

- Canteen
- Hospital shop(s)
- Recreation hall
- Newspapers, magazines, etc.
- Libraries
- Postal and banking facilities (if any)
 - Times of opening
 - Times of collection and delivery
 - Stamp machines
- Transport facilities

(2) Subject to the findings of the Ministry of Health following the report of the Specification Working Group on Nurses' Uniform set up in February, 1964.

15. Hospital Activities:

- (i) Social club(s)
- (ii) Sports and hobbies clubs
- (iii) Student Nurses' Association
- (iv) Royal College of Nursing

16. Local Activities and Amenities:

Libraries, clubs, entertainments
Sports and educational facilities
Public transport

17. Church Services:

- (i) In hospital
- (ii) Local places of worship
- (iii) Hospital chaplains
- (iv) Hospital fellowships

18. Fire Precautions and Fire Drill

19. General Information:

- (a) Professional:
 - Witnessing of wills
 - Information to Press
 - Information to patients and their relatives
 - Gifts from patients
- (b) General:
 - Joint consultation—staff committees
 - Staff bulletin
 - Hospital magazine
 - League of Friends

20. Suggestions: for improvements welcome

21. Conclusion

Appendices (i) Code of nursing ethics
(ii) Labelled plan of hospital

Index

APPENDIX B

The following paragraphs illustrate some of the topics mentioned in Nurse Training School brochures and staff information booklets. Most of them are extracts from the various publications studied during the survey, but some have been slightly altered to bring them up-to-date or to make them more generally applicable. Permission to reproduce them is gratefully acknowledged.

These quotations cover only a proportion of the subjects recommended in Appendix A (i) and Appendix A (iii) and are intended merely to serve as a guide to the type of information required and various methods of presentation.

By kind permission, the illustrations in this Appendix are reprinted from the nursing staff information booklets produced by the Northampton General Hospital, and Grove Park Hospital, London.

APPENDIX B (i)

SAMPLE EXTRACTS FROM BROCHURES

“NURSING AS A CAREER”

1. The need for the services of skilled and intelligent nurses increases and an opportunity is offered to prepare students to meet this increasing demand.

Nursing is an absorbing occupation and offers one of the best preparations for the varied social responsibilities of life, thus giving the nurse the highest degree of personal satisfaction.

Today, students, both men and women, are able to train in pleasant surroundings in excellent conditions and continue to lead a full and satisfying life during the period of training. The profession of nurse provides security and a universally recognised social status.

2. If you become a nurse you must be prepared to:—
 - Work harder than in most jobs
 - Study in your spare time
 - Accept discipline
 - Come in contact with suffering

In return you will:—

Belong to a profession that is universally admired and respected
Meet all sorts of people and be trusted by them all
Be part of a great team
Acquire the skill that brings confidence in every situation
Win a qualification which is a passport to every country in the world—there are never enough British-trained nurses to go round.

3. State Enrolled Training is especially designed for men and women who have desire to care for sick people and yet do not want to undertake a great deal of study nor to work for academic examinations.

State Enrolled Nurses are part of the trained nursing team: they have a great future in this country and there are opportunities for them in all branches of nursing.

SCHOOL GIRL OBSERVERS' COURSE

A short residential course of three days is available during school holidays for school girls who are interested in nursing but who would like further help and information before making a final decision about their career.

Applicants reside in the Home as guests of the hospital. They observe the training of the student nurses in the school, wards and departments but undertake no nursing duties.

STUDENT NURSE TRAINING

1. While it is an advantage to have a General Certificate of Education, candidates who do not hold this certificate may be accepted for training, subject to the Matron's selection, if they are successful in the Entrance Test set by the General Nursing Council for England and Wales, which may be taken at the hospital.

2. After eight weeks, approved candidates are admitted as student nurses for a trial period of twelve weeks. This trial period enables the student to decide finally if she intends to make nursing her career, and at the same time gives Matron the opportunity of judging her suitability.

3. There is a planned scheme of training laid down for the whole four-year period. At the beginning of the training the student will be given the dates of her holiday, night duty periods and study blocks. weeks holiday are given at about nine-monthly intervals and changes in the holiday dates are discouraged as this would upset the entire plan.

4. The nursing profession's traditionally long hours of overtime are now a thing of the past and the modern nurse works a hour week. You will have a day or two half-days off duty each week and will know them sufficiently in advance to make arrangements for outside interests.

5. The training allowances and conditions of service are in accordance with the recommendations of the Nurses' Salaries Committee of the Whitley Council and are uniform throughout the country. The allowances are subject to alteration but the present rates are set out on the enclosed leaflets.

6. Student nurses may be allowed compassionate leave for the serious illness of a near relative, but leave of absence will not be given for the purpose of nursing sick relatives or friends.

7. The Hospital supplies uniform—dresses, caps, aprons and wool cape—specially fitted and made for each Student, without charge. Black shoes and stockings are worn by all Nursing Staff and each Nurse supplies her own. The shoes should be of soft leather, with laced uppers and a low heel. This type of shoe ensures comfort and avoids strain and fatigue.

The uniform provided is attractive; seniority is distinguished by a different coloured belt for each year of training.

THE NURSES' LIFE

1. All student nurses are encouraged to take an active part in the social life of the Training School and to use the facilities provided, so that representative teams can be entered for inter-hospital swimming, tennis and musical competitions and other similar activities.

2. At the end of the trial period each class elects a member to serve on the Nurses' Representative Council. Monthly meetings are held under the chairmanship of the principal Tutor.

3. The professional organization for Nurses in Great Britain is the Royal College of Nursing and the National Council of Nurses and you would be eligible for membership when you are State Registered. The Student Nurses' Association, which you can join, is associated with the Royal College and is a means whereby the student nurse can take some active share in the development of the nursing profession, and also meet students from other parts of the country, and the world, for educational and recreational purposes.

4. You will be expected to be resident for your first year of training, but with your parents' consent in writing and Matron's approval, you may be non-resident during your second and third years. Matron, or one of her Assistants, would visit your proposed accommodation before giving final approval.

5. Regulations for Nursing Staff have been kept to a minimum, as it is believed that staff will so conduct themselves that the efficiency of their work and the good reputation of the Nursing Profession and of the Hospitals will not suffer in any way.

APPLICATION FOR ADMISSION

1. This brochure illustrates the training and experience offered to students entering the Training School. It also shows you our nurses' residences, and some of the social activities which our student nurses enjoy.

You will find a prospectus of the School of Nursing inside the back cover of this brochure, in which you can obtain details of the scheme of training, conditions for admission of candidates, and other general information. There is also a form of application and a list of students' requirements on entering the Preliminary Training School.

2. You will no doubt have many questions which you would like to ask about our scheme of training, and you might like to write for further information, or call at either hospital by appointment to see the Matron or Principal Tutor.

If your parents or guardians are able to come with you I shall be pleased to see them.

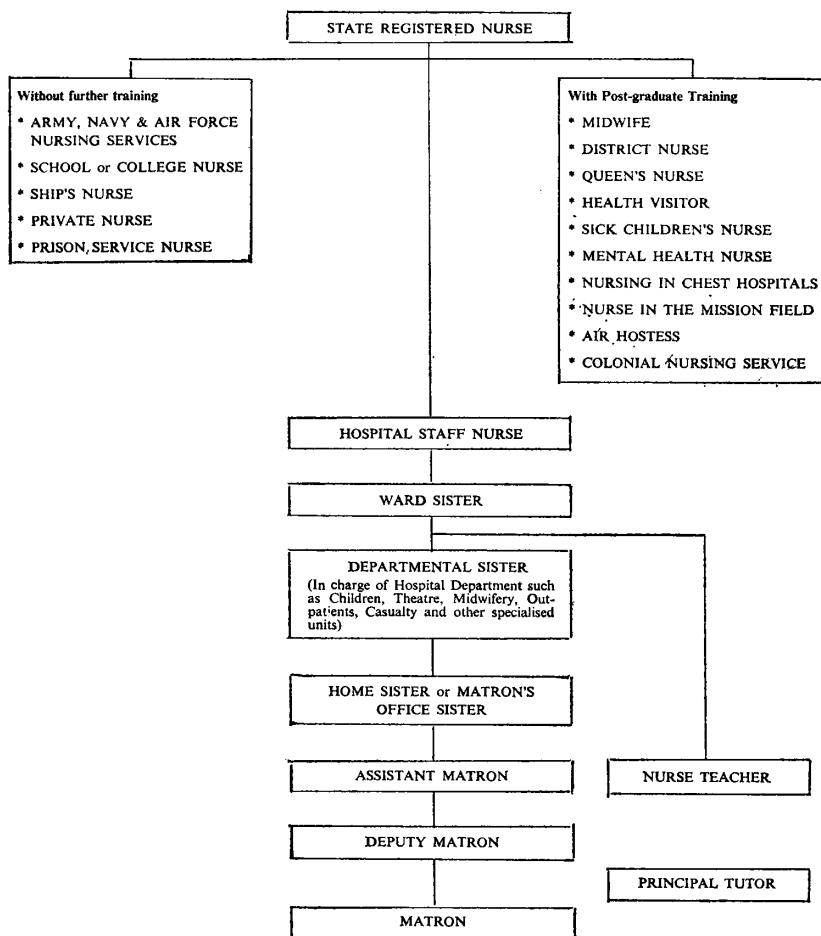
Travelling expenses are paid to Students attending for interview and a hospital car will meet the students upon arrival at the railway station.

3. A handbook of general guidance is given to each student nurse on entry. It must be remembered that to live happily in a community each individual must possess tolerance and consideration for others.

POST - REGISTRATION OPPORTUNITIES

A NEW WORLD RICH IN OPPORTUNITY

As a trained nurse, you may practice nursing anywhere in the world



AMENITIES

The following lists contain examples of amenities and activities both within and outside the hospital taken from brochures studied in the survey.

(i) Hospital

Accommodation for Visitors	Laundry Facilities
Banking Facilities	Libraries
Beach Huts and Chalets	Mannequin Parades
Canteen	Maps of Locality
Choir	Orchestra
Cinema	Outings
Club House	Picnic Meals
Dances	Postal Facilities
Dramatics	Recreation Rooms
Electric Irons	Shampoo Rooms
Equipment for Hire (Bicycles, Sports Equipment, Garden Furniture, etc.)	Sewing Machines and Models
Garage Accommodation	Social Clubs
Garden Plots	Sports Facilities—
Gymnasium	Badminton
Hairdressing Salon	Fencing
Hair Dryers	Hockey
Hospital Shops	Table Tennis
Hospital Transport Facilities	Tennis
Inter-Hospital Contests	Swimming Pool
Journals, Magazines and Newspapers	Television
Keep Fit Classes	Tennis Coach
Late Meals	Utility Rooms
	Whist Drives
	Wireless

(ii) Outside Hospital

Beaches	Shopping Facilities
Dances	Sailing
Evening Classes	Swimming Baths
Flying School	Theatres
Lectures	Transport
Local Beauty Spots and places of interest within easy reach	Youth Clubs
Public Libraries	Ice Rink
Riding Stables	Reduced Air Travel Vouchers

APPENDIX B (ii)

SAMPLE EXTRACTS FROM INFORMATION BOOKLETS

WELCOME

1. Welcome to Hospital.

We hope that your stay with us will be a happy one and that you will enjoy the experience of being a Student Nurse in the various departments of this hospital.

This booklet has been drawn up to help you when you first come, so that you may not feel so strange, and also to explain why certain rules are made. If you do not understand anything in this booklet do not hesitate to ask Matron's Office or those responsible for your welfare all of whom will be pleased to give you any help they can.

HOURS AND LEAVE

Every nurse is expected to undertake regular periods of night duty as part of her training. It is essential at this time to live sensibly and to have adequate rest and sleep during the day in order to be able to care for your patients during the night.

Matron likes to see all those going on holiday or returning from it, which gives her a regular opportunity to have a chat with her staff and to get to know them better.

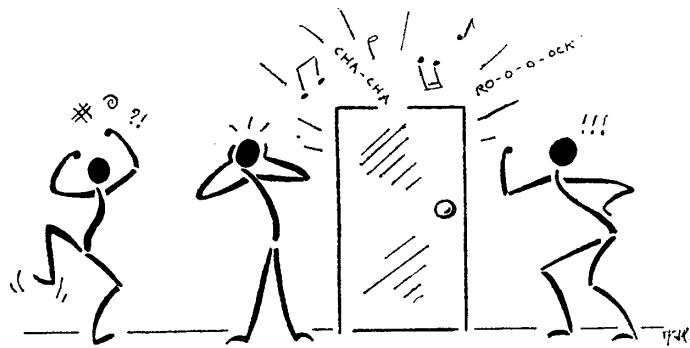
CARE OF HEALTH

In order to get National Insurance, a Medical Certificate is needed in all cases exceeding an absence of 2 days. Nurses should carry their National Insurance number (in their purses or diaries) so as to have it available at all times. This number is required on the certificate.

RESIDENTIAL ACCOMMODATION

We should like you to regard as a real home where you can relax and enjoy yourself, but it is necessary to remember that in order to maintain a happy atmosphere, consideration must be shown for the other

residents. Therefore, undue noise should be avoided, and radios and record players should be kept low, especially at night after 10.30 p.m. As in your own home too, we should like you to keep your room tidy and to remember to turn off the lights, electric irons and gas-rings, and generally to be careful with the various properties and furniture provided for your use and comfort. It is important to use an ash tray if you smoke and to see that all cigarettes are carefully extinguished. A telephone kiosk is provided in the Home and you are requested to use this for all telephone calls whether outgoing or incoming, in order that the hospital telephones may be kept clear for the essential work of the hospital.



Do not disturb your neighbours!

UNIFORM

Shoes should be of the lace-up type with rubber (not plastic) heels. Crepe soles are not allowed as they tend to squeak and disturb the patients. Light stockings and brown shoes are part of the uniform. They are supplied by the nurse herself but Income Tax allowance can be claimed.

Indoor uniform is for use within the hospital grounds only, and you are asked to provide yourself with a navy beret and a raincoat if you wish to wear outdoor uniform. Cardigans of navy blue only, may be worn in the class room, and under your cloak in cold weather in the grounds and corridors.

Make-up should be unobtrusive please and finger nails should be kept short and well manicured. nail varnish should not be used with uniform. We also ask you not to wear jewellery (including watches and 'sleeper' earrings) when in uniform.

Hair should be neat, worn well above collar. Please remember that not only this hospital and School of Nursing, but also your profession is judged by your behaviour and appearance both in the wards and out in the streets, so we rely upon you always to be dignified and to take pride in your appearance.

UNIFORM WORN IN THE HOSPITAL

Nursing Staff

Assistant Matron — Grey

Sister Tutor — Navy suit

Administrative Sister, clinical Tutor and Ward Sisters — Navy
Staff Nurses — Pink, with long sleeves and navy belt

3rd Year Nurses — Pink with scarlet belt

2nd Year Nurses — Pink, with arm band

Other Staff

Doctors — White coat

Physiotherapist, Almoner, Dispenser and Radiographer —
White coat with training badge in the case of Physiotherapists

Ward Orderlies — Pink stripes, no caps

Clerical staff — Blue nylon overalls

Ward maids, Cleaners — Green overalls and green caps

Dining room and Home maids — Green dresses and caps

GENERAL INFORMATION

1. No member of the staff may witness or sign a document or Will on behalf of a patient. The Hospital Secretary will give any advice and assistance required.
2. All enquiries about patients should be referred to the Hospital Secretary or Matron whenever possible. The patient's permission (or guardian's permission in the case of children) is sought before giving any bulletin and normally only a recognised press agency is given any information. The medical officer in charge is usually asked what information should be given.
3. Nurses should not accept gifts from patients or patients' friends.

4. All grades of staff can help in making the hospital a pleasant efficient one to stay and work in. Please bring any suggestions for improvements you may have to Matron. Keep the few rules as they exist to make community life more acceptable.

5. Living in a Community is fun. You will find lots of companionship and plenty to do. We try not to make too many rules because we are sure you will always remember to help keep the Home pleasant and comfortable, and quiet enough not to disturb those who are sleeping.

6. You will agree that much thought and care are given to your well-being during the time that you are here. In return we look for your co-operation and help in maintaining, and even enhancing, the reputation of this hospital of which we are all proud: a reputation for service to our patients and happiness amongst all our staff.

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King's Fund



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Printed at
Pendragon Press
Papworth Everard
near Cambridge