

1967

TRAINING SCHOOL ADMINISTRATION

Thursdays, beginning October 12th, 1933.

1st term

- Oct. 12, 3 p.m.     1 lecture 1.    Types of Training Schools; admin-  
 istration of hospitals to which  
 Training Schools may be attached.  
 Duties and responsibilities of the  
 administrative officers and other  
 members of the hospital staff.
- Oct. 19, 3 p.m.
- Oct. 26, 3 p.m.     lecture 2.    The student nurse.
- Nov. 2, 3 p.m.     lecture 3.    The nursing school.
- Nov. 9, 3 p.m.     lecture 4.     "       "       "       (contd.)
- Nov. 16, 3.30 p.m.     Demonstration in the preliminary  
 training school, University College  
 Hospital.
- Nov. 23, 3 p.m.     lecture 5.    The ward sister; ward management.
- Nov. 30, 3 p.m.     lecture 6.    The nurses' home.
- Dec. 7, 3 p.m.     lecture 7.    Hospital housekeeping department.
- Dec. 14, 3.30 p.m.     Demonstration in the housekeeping  
 department, Hospital for Con-  
 sumption and Diseases of the  
 Chest, Brompton.

2nd term

- Jan. 11, 2 p.m.     lecture 8.    Management of linen store and  
 sewing room.
- Jan. 18, 2 p.m.     lecture 9.    The Hospital laundry.  
 3.30 p.m.     Demonstration in hospital laundry  
 and linenry at Guy's Hospital.

- Jan. 25, 2 p.m. lecture 10. The domestic staff.  
3.30 p.m. Demonstration in general hospital office at Guy's Hospital.
- Feb. 1, 2 p.m. lecture 11. Paying patients and other special departments.  
3 p.m. lecture 12. Private nursing, Miss Wenden, Superintendent of Galen House, London Road, Guildford, Surrey.
- Feb. 8, 2 p.m. lecture 13. Matron's duties and office routine.  
3.30 p.m. Demonstration, matron's office at St. Thomas's Hospital.
- Feb. 15, 2 p.m. lecture 14. Matron's duties and office routine, contd.
- Feb. 22, 2 p.m. lecture 15. Committee Procedure, Miss Musson, C.B.E., R.R.C. U.D.
- Mar. 1, 2 p.m. lecture 16. <sup>Legislation</sup> Legal and Professional Organisation, Miss Musson, CBE. R.R.C. U.D.
- Mar. 8, 2 p.m. lecture 17. General professional problems, Mrs. Rome, R.R.C.
- Mar. 15, 2 p.m. lecture 18. Social service (lecture to be arranged later) and demonstration in hospital.

Lectures will be given by Miss G.M. Bowes, A.R.R.C., Matron of General Hospital, Birmingham, unless otherwise stated.

Fees - 1st term, members £1.0.0. Non-members £1.10.0.  
2nd term, " £1.10.0. " " £2.5.0.