

DUKE NURSES HANDBOOK



1939-1940

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DURHAM, N. C.



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FLORENCE NIGHTINGALE PLEDGE

"I solemnly pledge myself before God, and the presence of this assembly, to pass my life in purity and to practice my profession faithfully. I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug. I will do all in my power to maintain and elevate the standard of my profession and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling. With loyalty will I endeavor to aid the physician in his work and devote myself to the welfare of those committed to my care."

GREETING TO NEW WOMEN

Soon you will be wearing a nurse's uniform, studying in the classroom and caring for patients on the wards. At present you are filled with high hopes, planning for the future and wondering what it is all about. You have a sympathetic feeling for people and a real desire to care for those who are suffering and helpless.

A good nurse finds satisfaction in her work—worthwhile and well done. She knows the meaning of true service. She will appreciate the spiritual longing and religious principles of her patient in only so far as she keeps her own spiritual heritage and life serene.

Two words you will hear mentioned many times—loyalty and duty. One goes with the other. We all boast of loyalty but duty is a word we shy from. It implies discipline. Often we fear it will deprive us of our freedom. There is no escape from duty without a sacrifice of honor. You can obey the rules of the institution and still be disloyal, if you have not maintained the spirit of your school within the community.

Loyalty to your chosen profession demands a sacrifice, perhaps of your personal rights and liberties. The greater the responsibility placed upon a profession, the greater becomes the duty of its representatives. The public will overlook actions of the laity which it would condemn if practiced by a member of a profession. It is easy to lose confidence in a person whose apparent sophistication gives a wrong impression.

Another reason you may have for entering the school is to gain knowledge, wisdom and under-

tanding. These words should be emblazoned upon the heart of every nurse. They are somewhat alike and yet there are vast differences in their meaning. Knowledge is objective, understanding and wisdom are subjective.

The foundation of every technical school is built on facts. For three years you will be concerned with facts and principles—or knowledge.

There is, however, no textbook from which wisdom or understanding may be learned. These must be acquired. Wisdom enables you to use knowledge intelligently. To understand another means making allowances for weakness and failures. It means sensing such needs and responding to them.

There can be no such thing as the spirit of nursing without understanding. Your interpretative ability of the mind of the patient not only reveals facts but it expresses understanding, and wisdom tells you what to do with the available facts.

Knowledge may make of you a scientist, wisdom a sage, but understanding will make you a human being and an ideal nurse.

ANN HENSHAW GARDINER.

TO YOU NEWCOMERS

New faces bring new life to the place to which they come. We of the old life give a cordial and sincere welcome to you, who have come to look us over, try out our way of living and our work, and, perhaps, if you like what we're doing and find that you can adapt yourself to it, to join our ranks.

In the name of the Student Government Association it is my privilege to put this welcome into words. The words are these: Student Government was made and exists for you. It is made possible by your loyalty to our principles and traditions. We want to help you all we can, and we need your help, too. Adapt yourself, and we know you'll be happy here.

If there's anything you don't know or don't understand, please ask us. Having made our rules and traditions a part of our lives, we'll forget about many of the things you won't know. But if you ask an upperclassman, she'll explain it to you gladly.

We're glad to have you here. And even as we hope you won't disappoint us in the things we expect of you, we want to come up to what you expect of us through the standards we have set for ourselves and for you.

I want to extend my personal good wishes to each of you for a successful three years and longer here at Duke, as well as those of the Student Body.

Sincerely,

NANCY JONES.

**STUDENT GOVERNMENT OFFICERS
FOR 1939-1940**

PRESIDENT

Nancy Jones

VICE-PRESIDENT

Ruby Ledford

SECRETARY

Margaret Allan

TREASURER

Dorothy Ray

SOCIAL CHAIRMAN

Marcella Paynter

SENIOR CLASS REPRESENTATIVES

Esther Hinshaw Isa Clay

JUNIOR CLASS REPRESENTATIVES

Dare Hartley Dean Matheson

FRESHMAN CLASS REPRESENTATIVES

To be elected

STUDENT ADVISORS

FROM THE SENIOR CLASS

Thelma Brake Virginia Gandy
Carl Denyse Bryant Virginia Bagby
Isabel Painter

FROM THE JUNIOR CLASS

Betty Steigleman Aline McCranie
Dare Hartley Sara Darrough
Dean Matheson

CONSTITUTION AND BY-LAWS
OF THE
STUDENT GOVERNMENT
OF THE
SCHOOL OF NURSING OF DUKE UNIVERSITY

ARTICLE I

NAME

The organization shall be known as the Student Government of the School of Nursing of Duke University.

ARTICLE II

PURPOSE

The purpose of this organization shall be to regulate all matters pertaining to life of women of the Duke School of Nursing not under the jurisdiction of the Education Committee; to increase a sense of individual responsibility; and to co-operate with the Committee in creating and maintaining high ideals for the nurses of the University.

ARTICLE III

MEMBERS

All student nurses after they have successfully completed the preliminary period of six months shall become members of this Association.

ARTICLE IV

OFFICERS

Section 1. The officers of this Association shall consist of a President, Vice-President, Secretary, Treasurer, Chairman of Social Standards, and two House Representatives from each class.

Sec. 2. The duties of the President shall be to call and preside over all meetings of the Association. She shall appoint any necessary committees and in case of emergency shall have the power to call compulsory Association meetings without notice. She shall oversee the work of all officers and committees of the Association. She shall have the right to call before her for questioning at any time any member of the Association.

Sec. 3. The duties of the Vice-President shall be to assume the duties of the President in the latter's absence; to act in an advisory capacity to the preliminary students, to acquaint them with the Constitution and By-Laws of the Association, and to edit the handbook.

Sec. 4. The duties of the Secretary shall be to record all proceedings of this body and to produce records for inspection upon request of the Student Council; to conduct all correspondence of the Association and post notices of the meetings.

Sec. 5. The duties of the Treasurer shall be to collect all dues and fines, to furnish a report of the state of the treasury to the Association at any specified time, and to submit her books to the Council for inspection at least once a year.

Sec. 6. The duties of the Chairman of Social Standards shall be to plan and direct all social functions and social standards of the Nurses' Home pertaining to the student body, and to appoint committees as necessary to carry out these functions.

Sec. 7. The duties of the House Representatives shall be to act as council representatives for their respective classes.

ARTICLE V

THE STUDENT COUNCIL

Section 1. There shall be a Student Council consisting of the President, Vice-President, Secretary, Treasurer, Chairman of Social Standards, and House Representatives.

Sec. 2. The Student Council shall represent the Association, and shall have the power to make any and all regulations which it deems necessary to carry on the business of the Association; and to enforce the Constitution and the By-Laws.

Sec. 3. The Student Council shall meet regularly once a week unless the President deems it unnecessary.

Sec. 4. A majority of the Student Council shall at any meeting constitute a quorum for the transaction of business.

Sec. 5. It shall be the duty of the Student Council to deal with any breach of regulations and any other matters that may be referred to it.

ARTICLE VI

ELECTIONS

Section 1. The candidate for any Student Government office shall be nominated in a Student Government Association meeting by any member of the Association. There shall be at least three candidates nominated for each office. Nominations shall be posted at least one week before elections.

Sec. 2. All officers shall be elected at a meeting of the Association to be held the first Monday of May. Voting shall be by preferential secret ballot. The preliminary class representatives shall be elected the first Monday in November. They will not have voting power in the Council until after the preliminary period.

Sec. 3. Term of office shall begin the first of October and shall last until installation of the following year. During the months after election the old officers shall continue to serve.

Sec. 4. The officers shall be installed with the following pledge:

I hereby faithfully promise to uphold the Constitution of the Student Government of The School of Nursing of Duke University and to perform whatever duties are assigned me.

The outgoing President shall install the newly elected President. The new President shall install the remaining officers.

Sec. 5. The President shall be nominated from the incoming Senior class. The Vice-President shall be nominated from the incoming Junior class. The Secretary, Treasurer, and Chairman of Social Standards shall be nominated from the body at large. The House Representatives shall be nominated from their respective classes.

ARTICLE VII

MEETINGS

The meetings of the entire Association shall be held the first Monday night of each month, or shall be called at the discretion of the President. Meetings of the Council shall be held on Monday night of each week.

ARTICLE VIII

RIGHT OF APPEAL

In cases of dissatisfaction a student shall have the right to state her case before the President of the Association who shall reopen the case before Student Council if she deems it expedient.

ARTICLE IX
REGULATIONS

Regulations made by the Council shall be read to the Association and shall go into effect twenty-four hours thereafter. Such regulations may be repealed upon a three-fourths vote of the Association.

ARTICLE X
PROVISIONS FOR AMENDMENT

Any member of the Association shall have the right to propose amendments to the Constitution. Such amendments shall be adopted when approved by a three-fourths vote of the entire Association; provided the amendment has been stated to the Association and has been presented to the three classes for discussion at least one week before being brought to vote.

BY-LAWS

1. Procedure in meetings not covered by the Constitution and the By-Laws shall be governed by Robert's *Rules of Order*.

2. Two-thirds of the members of the Association shall constitute a quorum for all meetings.

3. A majority shall be necessary for action on all matters for which the Constitution does not require a larger proportion of votes.

4. Each member shall pay annually a membership fee of two (\$2.00) dollars.

5. Any member absent from a regular or compulsory meeting of the Association or from any meeting that has been posted three days in advance shall be fined twenty-five (\$.25) cents, unless she renders an acceptable excuse to a member of the Council.

If the fine is not paid within a week after notification, automatic compulsory social restrictions will ensue.

6. Members of the Student Council shall be present at all meetings unless excused by the President.

7. Suspension of rules may be granted by the Student Council as it deems fit.

8. Special privileges may be granted by the President.

9. Each student shall be required to sign the Honor Code.

HONOR CODE

1. Every member of the student body shall at all times conduct herself in a womanly and ethical manner. Any student who shall conduct herself otherwise or in a manner which the Student Council shall deem improper or unethical and which reflects on the good name and standing of the School of Nursing, or on the good name and standing of the student body, shall be subject to the authority of the Student Council and such punishment as the Student Council deems fit.

2. Every member of the student body shall be familiar with the dating privileges of her respective class.

3. Quiet hours shall be observed from 10:30 P.M. until 4:00 P.M.

4. Radios may be played during quiet hours provided they cannot be heard outside of the room.

5. Overnight town leave may be granted by the President of the Student Council.

6. Week-end leave may be granted by the President of Student Council after written permission from the student's family has been obtained. This permission shall contain the following information:

Destination.

Escort or companions.

Conveyance.

Occasion.

Accommodations.

Time of departure and time of return.

The responsibility for such occasions rests entirely with the individual, and the student's family must be aware of this fact when they grant such permission.

7. Dance permissions may be obtained from the Chairman of Social Standards.

Permission for out-of-town dances may be granted by the Chairman of Social Standards only after written permission has been obtained from the student's family containing the following information:

Destination.

Escort or companions.

Conveyance.

Accommodations.

Time of departure and time of return.

8. Visitors may be allowed in students' rooms provided that they are accompanied by the student and provided that quiet hours are observed.

9. Callers may be received in the Nurses' Home after 1:00 P.M.

10. The entire student body shall assemble each morning except Sundays and holidays at 6:20 A.M. for ten minutes.

11. A member of the Senior class shall conduct assembly according to her individual wishes.

12. Illness shall be reported to the student in charge of the assembly and she in turn will report the illness to the Nursing Office.

13. Absence from assembly must be reported to a member of the Student Council with the excuse or reason for absence.

14. Outline for reporting violations:

1. All offenses shall be reported immediately to a member of the Student Council and the President shall call a Council meeting if she deems it necessary.

2. Every member of the Student Council and every member who appears before it, except the accused, shall be bound to reveal nothing that transpires in its meetings, or has to do with the matter under consideration.

3. Anyone believing that a breach of the Honor Code has been committed shall, with the assistance of such other members of the class as she may desire to call upon, investigate the matter as secretly and speedily as possible. After a thorough investigation, they shall demand of the accused an explanation of her conduct. If this explanation is thought to be inadequate or untruthful, or if the accused has refused to make any explanation, they shall report the case to a member of the Student Council representing that class.

Summer Hours

Freshmen must be in by 10:30 P.M. except the nights of late leave.

Juniors must be in by 10:30 P.M. except the nights of late leave.

Seniors must be in by 11:00 P.M. except the nights of late leave.

Freshmen may have two 11:00 P.M. leaves per week.

Juniors may have one 11:00 and one 12:00 leave per week.

Seniors may have one 12:00 leave per week.

Students may take late leave any night during the week and sign for them in the "In and Out Book" when taken.

Winter Hours

Winter hours will be the same as summer hours, except that no student making an average under "Pass" will be allowed to exercise her privileges during the week, but only on Friday, Saturday and Sunday nights.

Preliminary Hours

Preliminary students are to be in the Nurses' Home at 8:00 P.M. every night except Friday, Saturday and Sunday. They may have one 11:00 leave on either of these three nights, and are to be in by 10:30 P.M. on the other two.

Added Rules and Regulations Made by the Council

1. In going away for week-ends, it is necessary to be back on duty at the proper time.
2. No uniforms are to be worn in the living room while talking to visitors.
3. Any student absent or late from chapel three (3) times shall lose her late leave the week following the third offense.
4. Freshman Student Government dues of one dollar (\$1.00) are to be paid by March 1, 1940.
5. Students not required to be on duty at seven A.M. are excused from chapel that morning.
6. The president of the Student Government is able to excuse absences from council according to her discretion.

7. The week begins with Monday in regard to late leave.
8. After Christmas Holidays, freshmen may remain out until ten P.M. every night except the night of late leave provided that the student has no low passes in her work.
9. At the end of each quarter official warning slips will be sent to students who are doing unsatisfactory work or showing undesirable traits.
10. When off duty, students may attend classes in street clothes provided the class is not to be on the ward. The ward includes any of our clinical departments, Operating Room, O.P.C., etc.
11. Morning chapel for preliminary students is to be held with one of the O.P.C. students in charge.
12. Preliminary students are to have one (1) week-end or one (1) late dance permission a month provided their grades are pass plus.
13. There is to be compulsory attendance of Student Government Association Meetings for Preliminary Students.
14. Students having as much as one (1) Low Pass are to be restricted with Low Pass group, others to continue as usual.

LOW PASS GROUP AND PRELIMINARIES:

To be in their room or in the study hall from eight to ten P.M. every evening during the week from Monday to Thursday, inclusive.

15. A student failing to sign in the "In and Out Book" would automatically lose her late leave for that week.

Mattie

Mattie is the girl we all dislike
She is not invited when we hike,
'Cause our social standards she'll betray
And she will lead us all astray.

Mattie assumes she owns all places,
Slams doors in her seniors' faces,
Speaks out of turn and brushes past,
Never waits until the last.

Mattie insists on wearing socks
While traveling 'round the city blocks.
She has no hat upon her curls,
And ignores the frowns of all Duke girls.

Lipstick, rouge and bright nail polish,
While on duty not abolished,
Hair unruly, shoes not shined,
All make Mattie unrefined.

Mattie's loud, and boisterous too,
She slams her door and clamps her shoes.
If night nurses are disturbed,
She remains quite unperturbed.

Mattie smokes in conspicuous places,
Totally ignorant of social graces;
In lobby, dope shop and on campus, too,
She smokes away as hussies do.

When on the way to active sports,
Mattie neglects to cover her shorts.
Lounging downstairs and going to meals,
Her shorts extreme poor taste reveal.

We all do things that are amiss,
But if we can remember this,
TO DO THE THING THAT IS WELL BRED
Our future will be straight ahead.

OUR ACTIVITIES

At Duke, like everywhere else in the world, activities are just what you make them. You get from them only what you put into them. We have many avenues for our excess energy. All you have to do is choose your avenues and follow them.

As to sports, we have the pools on both East and West Campus in the winter and the one on West Campus in the summer. The gymnasium on East is in use for basketball in the winter. There are classes offered in swimming, basketball, dancing, etc., the first year. Horseback rides are available at one dollar (\$1.00) an hour or ten dollars (\$10.00) for a ticket of eleven rides. We have more time for this during the summer, however, when there are no classes. As to tennis, we use the courts on West most often, these being available any time except Sunday morning. The lovely Duke forests offer many a grand hiking trail for those who love to walk. Picnics are a frequent pastime.

A Glee Club has been recently organized for those who enjoy singing whether or not they have outstanding voices. Last spring a radio program was broadcast over WDNC, and we are planning others for this year.

For readers we have a fiction library in the Nurses' Home, and also the three other campus libraries, The East, West main, and air-conditioned Medical School Library, where you will spend many an evening of research in comfort. We use the latter most of all because it contains books with which we are largely concerned.

For dancing we have a nice living room in the Nurses' Home, the Ark on East Campus for dates, and Campus dances at the Union Ballroom at intervals.

Our sunroof is nice to acquire a smooth tan. The lovely gardens offer many a nice stroll.

In fact, Duke offers many opportunities for activity and recreation to those who make the most of their leisure time.

PLACES OF RENOWN

FAMILY DINNERS:

Oriental Cafe.
Harvey's Cafeteria.
Martha Washington Tea Room.
The Grill.
Washington Duke Tavern.
Union Coffee Shop.

SNACKS AND DRINKS:

Goody Shop.
Walgreen's.
Toddle House.
Rinaldi's Grill.
Boone Drug Co.
H. G. Coleman's.
Whelan Drug Co.
Henderson's Lunch.
Ideal Diner.
Gibson's Ice Cream Co.
Baldwin's.

A LETTER TO THE FRESHMEN

At last, welcome! For months we have anxiously awaited your coming. Your presence here will be an asset. We hope your work will be a pleasure, and that yours will be the best class ever.

The first months you'll spend studying—exploring the scientific fields and forming a secure foundation for your practical work. You'll meet yourself coming and going at times for every moment is filled to overflowing with work—trying and discouraging at times but nevertheless soul-satisfying and fun.

Bubbling over with all your knowledge you will meticulously begin your ward work. Donning your bows will be one of the happiest days of your life, but a happier day will be when you receive your cap and become one of a great multitude. With your cap will begin your nursing career. You will learn the true value of time, obligation of duty, dignity of simplicity, and joy of originality.

Let us challenge you to work with a spirit for and not against, a spirit of desire for knowledge for the sake of knowing and not because of some inane fear of failure.

We, the Junior class, are ready to assist you, ready to help solve your problems, and direct you in any way we can. We feel young, still—too young to have little sisters, but our interest in you and our sincere good wishes for you cannot be exceeded.

THE JUNIORS.

Alma Mater

Dear Old Duke, thy name we'll sing,
To thee our voices raise, we'll raise,
To thee our anthems ring
In everlasting praise.

And though on Life's broad seas
Our fates may far us bear,
We'll ever turn to thee,
Our Alma Mater, dear.

R. H. JAMES, '24.

A Charge to Keep I Have

A charge to keep I have,
A God to glorify,
A never-dying soul to save,
And fit it for the sky.

To serve the present age,
My calling to fulfill;
O may it all my powers engage,
To do my Master's will!

Arm me with jealous care,
As in thy sight to live,
And O, thy servant, Lord, prepare,
A strict account to give!

Help me to watch and pray,
And on Thyself rely,
Assured, if I my trust betray,
I shall forever die.

Amen.

LOWELL MASON,
CHARLES WESLEY.

