

**LHB2 BOARD OF MANAGEMENT OF ROYAL INFIRMARY OF EDINBURGH
AND ASSOCIATED HOSPITALS**

Introduction

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- 2 Committee Minutes, 1948 – 1974
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- 4 Standing Orders and Lists of Committees, 1948 – 1974
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LHB2 BOARD OF MANAGEMENT OF ROYAL INFIRMARY OF EDINBURGH AND ASSOCIATED HOSPITALS

Introduction

The National Health Service (Scotland) Act, 1947 set up Regional Hospital Boards and, within them, Boards of Management responsible for the administration of groups of hospitals. This system operated until the reorganisation of the National Health Service in 1974.

The Royal Infirmary of Edinburgh and Associated Hospitals group consisted of the following:

- The Royal Infirmary of Edinburgh
- Simpson Memorial Maternity Pavilion
- Queen Mary Maternity Home
- Corstorphine Hospital
- Beechmount Hospital
- Chalmers Hospital (from 1970)
- Edinburgh Dental Hospital and School
- Princess Alexandra Eye Pavilion (from 1969)
- Hearing Aid Centre, Cambridge Street
- Orthoptic Clinic, Cambridge Street *
- School Eye Service, Cambridge Street *
- Artificial Eye Fitting Centre, Cambridge Street
- Seamen's Dispensary, Leith
- Child Welfare Clinic, Windsor Street

* from 1969 part of Princess Alexandra Eye Pavilion.

**LHB2 BOARD OF MANAGEMENT OF ROYAL INFIRMARY OF EDINBURGH
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1 Minutes of Board of Management and Committee, 1948-1974

This series contains the minutes of the Board of Management and the following committees: General Purposes, Medical, Radiological, Finance and Law, Nursing, Works and Buildings, Establishment, Comforts Fund and the Dental Hospital House Committee.

The meetings of the Board of Management contain monthly returns of patients treated in the hospitals and clinics.

1	Jun 1948–Apr 1950	Typescript	Indexed	Signed
2	Apr 1950–Apr 1952	Typescript	Indexed	Signed
3	Apr 1952–Jan 1954	Typescript	Indexed	Signed
4	Jan 1954–Jan 1955	Printed	Indexed	Signed
5	Jan 1955–Jan 1956	Printed	Indexed	Signed
6	Jan 1956–Dec 1956	Printed	Indexed	Signed
7	Jan 1957–Jan 1958	Printed	Indexed	Signed
8	Jan 1958–Jan 1959	Printed	Indexed	Signed
9	Jan 1959–Jan 1960	Printed	Indexed	Signed
10	Jan 1960–Jan 1961	Printed	Indexed	Signed
11	Jan 1961–Jan 1962	Printed	Indexed	Signed
12	Jan 1962–Dec 1962	Printed	Indexed	Signed
13	Jan 1963–Jan 1964	Printed	Indexed	Signed
14	Jan 1964–Jan 1965	Printed	Indexed	Signed
15	Jan 1965–Jan 1966	Printed	Indexed	Signed
16	Jan 1966–Jan 1967	Printed	Indexed	Signed
17	Jan 1967–Jan 1968	Printed	Indexed	Signed
18	Jan 1968–Jan 1969	Printed	Indexed	Signed

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1 Minutes of Board of Management and Committee, 1948-1974

19	Jan 1969–Jan 1970	Printed	Indexed	Signed
20	Jan 1970–Jan 1971	Printed	Indexed	Signed
21	Jan 1971–Jan 1972	Printed	Indexed	Signed
22	Jan 1972–Jan 1973	Printed	Indexed	Signed
23	Jan 1973–Mar 1974	Printed	Indexed	Signed

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2 Committee Minutes, 1948-1974

This series contains committee minutes not bound up with the minutes of the Board of Management. Apart from one volume of Comforts Fund Committee minutes, it consists of minutes of staff committees.

1	May 1949–Nov 1956	Minutes of Comforts Fund Committee	Indexed
2	Jul 1951–Sep 1968	Minutes of Joint Consultative Staffs Committee	Indexed
2a	Aug 1951-Dec 1966 Aug 1951-Jul 1965	Minutes of Joint Consultative Staffs Committee Minutes of Staff Side meetings	
3	Feb 1969–Jun 1973	Minutes of Joint Consultative Staffs Committee	Indexed
4	Nov 1948–Dec 1958	Minutes of Medical and Dental Staff Committee	Indexed
5	Mar 1959–Dec 1961	Minutes of Medical and Dental Staff Committee	Indexed
6	Mar 1962–Jul 1974	Minutes of Medical and Dental Staff Committee	Indexed
7	Jan 1959–Feb 1961	Minutes of Executive Committee of the Medical and Dental Staff Committee	
8	Apr 1961–Dec 1965	Minutes of Executive Committee of the Medical and Dental Staff Committee	Indexed
9	May 1965–Dec 1967	Minutes of Executive Committee of the Medical and Dental Staff Committee	Indexed
10	Jan 1968–Nov 1971	Minutes of Executive Committee of the Medical and Dental Staff Committee	Indexed
11	Jan 1971–Oct 1972	Minutes, agendas and papers of Executive Committee of the Medical and Dental Staff Committee.	
12	Feb 1971–Nov 1972	Minutes of Co-ordinated Purchase of Radioisotopes Users Committee	

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2 Committee Minutes, 1948-1974

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|----|-------------------|---|---------|
| 13 | Apr 1962-Apr 1963 | Minutes of the Staff Side Committee of
the Joint Consultative Staffs Committee | |
| 14 | Sep 1965-Apr 1974 | Minutes of the Staff Side Committee of
the Joint Consultative Staffs Committee | Indexed |

**LHB2 BOARD OF MANAGEMENT OF ROYAL INFIRMARY OF EDINBURGH
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3 Annual Reports, 1948-1973, 1989-1990

The annual reports contain lists of members of the Board of Management and its standing committees, and of senior medical, nursing and administrative staff. The reports include an administrative report, reports from medical departments, annual accounts, patient statistics (including waiting lists and patient costs) and lists of publications by hospital staff.

The first report in the series is a composite report covering the years 1948 to 1958. Thereafter the reports are annual, covering the period 1 Oct-30 Sep.

1	1948-1958	2 copies. Second copy from accession 9/99.
2	1958-1959	2 copies. Second copy from accession 9/99.
3	1959-1960	2 copies. Second copy from accession 9/99.
4	1960-1961	2 copies. Second copy from accession 9/99.
5	1961-1962	2 copies. Second copy from accession 9/99.
6	1962-1963	2 copies. Second copy from accession 9/99.
7	1963-1964	2 copies. Second copy from accession 9/99.
8	1964-1965	2 copies. Second copy from accession 9/99.
9	1965-1966	2 copies. Second copy from accession 9/99.
10	1966-1967	2 copies. Second copy from accession 9/99.
11	1967-1968	2 copies. Second copy from accession 9/99.
12	1968-1969	2 copies. Second copy from accession 9/99.
13	1969-1970	
14	1970-1971	(2 copies)
15	1971-1972	
16	1972-1973	(2 copies)
17	1989-1990	

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4 Standing Orders and Lists of Committees, 1948-1974

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|----|-----------|---|
| 1 | 1954 | Standing Orders of the Board of Management of the Royal Infirmary of Edinburgh and Associated Hospitals |
| 2 | 1968 | Standing Orders of the Board of Management of the Royal Infirmary of Edinburgh and Associated Hospitals (2 copies) |
| 3 | 1958-1959 | List of standing committees, members of Board of Management, dates of meetings and rota of visits of Board members. |
| 4 | wanting | |
| 5 | wanting | |
| 6 | wanting | |
| 7 | wanting | |
| 8 | wanting | |
| 9 | 1964-1965 | List of standing committees, members of Board of Management, dates of meetings and rota of visits of Board members. |
| 10 | 1965-1966 | List of standing committees, members of Board of Management, dates of meetings and rota of visits of Board members. |
| 11 | 1966-1967 | List of standing committees, members of Board of Management, dates of meetings and rota of visits of Board members. |
| 12 | 1967-1968 | List of standing committees, members of Board of Management, dates of meetings and rota of visits of Board members. |
| 13 | 1968-1969 | List of standing committees, members of Board of Management, dates of meetings and rota of visits of Board members. |
| 14 | 1969-1970 | List of standing committees, members of Board of Management, dates of meetings and rota of visits of Board members. |
| 15 | 1970-1971 | List of standing committees, members of Board of Management, dates of meetings and rota of visits of Board members. |
| 16 | 1971-1972 | List of standing committees, members of Board of Management, dates of meetings and rota of visits of Board members. |
| 17 | 1972-1973 | List of standing committees, members of Board of Management, dates of meetings and rota of visits of Board members. |

**LHB2 BOARD OF MANAGEMENT OF ROYAL INFIRMARY OF EDINBURGH
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4 Standing Orders and Lists of Committees, 1948-1974

- 18 1973-1974 List of standing committees, members of Board of Management, dates of meetings and rota of visits of Board members.
- 19 1972 Lists of members of committees, including ad hoc committees.
- 20 1948–1950, 1952 South Eastern Regional Hospital Board, Scotland: lists of Boards of Management and Hospitals in the South Eastern Region, (4 items).
- 21 1948-?1953 Constitution of Boards of Management; appointment of members made by the South Eastern Regional Hospital Board, Scotland. (4 items).
- 22 1951/52–1957/58 Lists of members of the Board of Management of the Royal Infirmary and Associated Hospitals. (6 items).
- 23 Miscellaneous Committee Matters, n.d.
- 1 List of Committees, with notes on membership, functions etc
- 2 Constitution of the Joint Consultative Staffs Committee of the Royal Infirmary of Edinburgh and Edinburgh Royal Maternity and Simpson Memorial Hospital.

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5 Brochures, 1960-1970

- 1 1960 Brochure produced for the opening of the Bio-Chemical Laboratories at the Royal Infirmary.
- 2 1965 Theatre Services Centre illustrated brochure reporting on an experiment carried out in the Royal Infirmary on design, equipment and organisation, 1964–1965 and revised version, 1968. (2 items).
- 3 1967 Brochure produced for the opening of the Haematology Laboratories at the Royal Infirmary.
- 4 1969 Brochure produced for the opening of the Princess Alexandra Eye Pavilion.
- 5 1970 Prospectus for the South Edinburgh School of Nursing.

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6 Work Studies I: SE Regional Hospital Board, 1960-1974

The following Work Studies were carried out by the Work Study Department of the South Eastern Regional Hospital Board. Unless otherwise stated they refer to the Royal Infirmary.

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| 1 | 1960 | Lady Superintendent of Nurses' Office; part A: General Administration. |
| 2 | 1960 | Lady Superintendent of Nurses' Office; part B: Detailed Administrative Procedures. |
| 3 | 1961 | Edinburgh Dental Hospital and School. |
| 4 | 1961 | Central Syringe Service. |
| 5 | 1962 | Review of Portering and Messenger Services. |
| 6 | n.d. | Proposed Work Schedules for Portering and Messenger Staff. |
| 7 | 1963–1964 | Survey of the Pharmacy Portering Service. |
| 8 | 1965 | Supplementary Report: Work Study of the Portering Staff. Loose inside: duty sheet for Porter J Oliver. |
| 9 | 1964 | Report; Linenry and Uniform Room. |
| 10 | 1964 | Report; Upholsterer's Workshop. |
| 11 | 1964–1965 | Central Linen Service |
| 12 | 1963–1965 | Study of Nurse Staffing, parts I and II. |
| 13 | 1963–1965 | Study of Nurse Staffing, part III. |
| 14 | n.d. | Study of Nurse Staffing: Progress Report I. |
| 15 | n.d. | Study of Nurse Staffing: Progress Report II. |
| 16 | n.d. | Study of Nurse Staffing: Progress Report III |
| 17 | 1965 | Report: Simpson Memorial Maternity Pavilion, Central Milk Kitchen. |
| 18 | 1965 | Survey of the Work of the Orthopaedic Workshop. |
| 19 | 1965 | Report: Personnel Department. |

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6 Work Studies I: SE Regional Hospital Board, 1960-1974

- 20 1965 Survey of Regional Printing Services.
- 21 1965 Report: Simpson Memorial Maternity Pavilion, Central Linen Service.
- 22 1966 Hearing Aid Clinic & Adjoining Properties at Nos 5, 6, 7 Cambridge Street.
- 23 1966 Comparative Study of the Work of Hospital Secretaries in the South-Eastern Region.
- 24 1966 Report: Edinburgh Dental Hospital and School.
- 25 1966 Report: Department of Psychological medicine.
- 26 1966 Study of the organisation and deployment of staff in the Department of Anaesthetics.
- 27 1966 Interim Report on Topping-Up Service of Cleaning Materials and Cookery at Ward Level.
- 28 1966 Report: Simpson Memorial Maternity Pavilion: Study of Nurse Staffing.
- 29 1966 Edinburgh Dental Hospital and School: survey of Patients' Records.
- 30 1966-1967 Secretary and Treasurer's Department: filing systems.
- 31 1967 Ophthalmic Out Patient Department: Study of Clerical and Secretarial Work.
- 32 1968 Edinburgh Dental Hospital and School: supplement to report on Patients' Records.
- 33 1966-1969 Distribution of Supplies
- 34 1969 Incentive Bonus Scheme - Building Maintenance Section: Report of Feasibility Study.
- 35 n.d. Incentive Bonus Scheme, Progress Report no 2 - Office Organisation.
- 36 1969 Drug Prescribing and Administration and Issue of Supplies from Pharmacy.

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6 Work Studies: SE Regional Hospital Board, 1960-1974

- 37 1969–1970 Supplementary Work Study Report on Pharmacy Storage and Distribution Arrangements.
- 38 1970 Drug Prescribing/Administration - Progress Report and Cost Implications of Pharmacy Supply System.
- 39 1970 Incentive Bonus Scheme: Progress Report no 3: Implementation of Variable Incentive Bonus Scheme for Painters.
- 40 1970 Group Transport Arrangements.
- 41 1970–1971 Supplement to Report on Group Transport Arrangements.
- 42 1971 Group Transport Arrangements: Theatre Service Centre Van; supplement to Report (see no 40 above).
- 43 1971 Report: Medical Renal Unit.
- 44 1971 Incentive Bonus Scheme - Building & Maintenance Section: Final Report on Painters' Section; Review of Trial Period of Scheme.
- 45 c1974 Disposable Theatre Drapes: Financial Implications of Introduction.

RELATED PAPERS

- 46 1961 Correspondence of Secretary & Treasurer re Work Study Report on Dental Hospital (see no 3 above). (11 items)
- 47 1962 Correspondence of Secretary & Treasurer re Work Study Report on Dental Hospital (see no 3 above). (19 items)
- 48 1962 Comments on above Work Study Report on Dental Hospital. (3 items)
- 49 1964 Papers re meetings to consider Work Study Report on Linenry & Uniform Room (see no 9 above). (2 items)

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7 Work Studies, II: various, 1958-1973

Note: The firm, Personnel Administration Ltd later changed its name to PA Management Consultants Ltd.

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| 1 | 1958 | Production – Engineering Ltd: Survey of Works Department. | | | | | | |
| 2 | 1959 | Production – Engineering Ltd: Survey of Works Department, Report no 1. | | | | | | |
| 3 | 1959 | Production – Engineering Ltd: Survey of Works Department, Report no 10. | | | | | | |
| 4 | 1959 | Production – Engineering Ltd: Survey of Works Department, Report no 13, First Servicing Report. | | | | | | |
| 5 | 1960 | Production – Engineering Ltd: Survey of Works Department, Report no 14, Second Servicing Report. | | | | | | |
| 6 | 1959 | Production Engineering Ltd: Report on work study of Cleaning and Domestic Work, Royal Infirmary of Edinburgh. | | | | | | |
| 7 | 1959 | Organisation and Methods Division, HM Treasury: Review of Stores and Inventories; Report no 1, Stores procedures and Records. | | | | | | |
| 8 | 1959 | Organisation and Methods Division, HM Treasury: Review of Stores and Inventories; Report no 1, Stores procedures and Records. Minus plans. | | | | | | |
| 9 | 1959 | Organisation and Methods Division, HM Treasury: Review of Stores and Inventories; Report no 1, Stores procedures and Records. Report no 2: Stores Organisation and Layout. | | | | | | |
| 10 | 1959–1960 | Personnel Department:
<table border="0"><tr><td>1</td><td>J Cameron, Personnel Officer, [Royal Infirmary of Edinburgh]: Criticism of a memorandum by the Treasury’s Organisation and Methods Division.</td></tr><tr><td>2</td><td>HM Treasury, Organisation & Methods Division, Scottish Branch: Review of the Personnel Department of the Royal Infirmary of Edinburgh and Associated Hospitals.</td></tr><tr><td>3</td><td>J Cameron: Report on the functions of the Personnel Department.</td></tr></table> | 1 | J Cameron, Personnel Officer, [Royal Infirmary of Edinburgh]: Criticism of a memorandum by the Treasury’s Organisation and Methods Division. | 2 | HM Treasury, Organisation & Methods Division, Scottish Branch: Review of the Personnel Department of the Royal Infirmary of Edinburgh and Associated Hospitals. | 3 | J Cameron: Report on the functions of the Personnel Department. |
| 1 | J Cameron, Personnel Officer, [Royal Infirmary of Edinburgh]: Criticism of a memorandum by the Treasury’s Organisation and Methods Division. | | | | | | | |
| 2 | HM Treasury, Organisation & Methods Division, Scottish Branch: Review of the Personnel Department of the Royal Infirmary of Edinburgh and Associated Hospitals. | | | | | | | |
| 3 | J Cameron: Report on the functions of the Personnel Department. | | | | | | | |

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7 Work Studies, II: various, 1958-1973

- 11 1960 King Edward's Hospital Fund for London: Report to the Nuffield Provincial Hospitals Trust on the Organisation and Administration of the Catering Department at the Royal Infirmary of Edinburgh and Associated Hospitals. Also comments by Miss Ashton, Royal Infirmary of Edinburgh.
- 12 1960 Scottish Hospitals Work Study Group: Edinburgh Royal Infirmary Dietetic Out-Patient Department, Report no 1: Accommodation.
- 13 1960 Scottish Hospitals Work Study Group: Edinburgh Royal Infirmary Dietetic Out-Patient Department, Report no 3: Re-arrangement of Accommodation.
- 14 n.d. South Eastern Regional Hospital Board Work Study Team: Study Plan - Domestic Work - The Work of Domestic Assistants.
- 15 1963 Personnel Administration Ltd: Survey of Domestic and Portering Staff at 7 hospitals including Royal Infirmary of Edinburgh and Edinburgh Dental Hospital.
- 16 1963 Personnel Admin Ltd. Progress Report on above survey. Report no PS1.
- 17 1963 Personnel Admin Ltd. Domestic Staff Training. Report no PS2.
- 18 1963 Personnel Admin Ltd. Domestic Staff Duties. Report no PS3.
- 19 1964 Personnel Admin Ltd. Progress Report on Survey of 7 hospitals. Report no PS4.
- 20 1964 PA Management Progress Report on Survey of 7 Consultants Ltd. hospitals. Report no PS 7.
- 21 1964 PA Management RIE Domestic Staff - Hours of Consultants Ltd. Work. Report no PS 8.
- 22 1965 PA Management Final Report on Domestic and Consultants Ltd. Portering Staff.
- 23 1965 PA Management RIE, Clerical Organisation Consultants Ltd. Assignment - Medical Records System. Also Progress Reports nos CO8 - CO15. (8 items)

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7 Work Studies, II: various, 1958-1973

- 24 1967 Elliot Medical Automation Ltd: Study of the Operation of the Pharmacy Department undertaken for the Royal Infirmary of Edinburgh.
- 25 1969 P-E Consulting Group Ltd: Preliminary Survey Report; Building Maintenance Painters.
- 26 1973 Scottish Home and Health Department Work Study Group: Study of the Work of House Officers at Royal Infirmary, Edinburgh.

27 Schedules of Work, c1965

- 1 Royal Infirmary of Edinburgh: Proposed Establishment, original, n.d.
- 2 Royal Infirmary of Edinburgh: Proposed Establishment, photocopy with notes.
- 3 Proposed staffing levels, n.d.
- 4 OR Studies: surgical and medical wards, classification of activity. n.d.
- 5 Dish washing facilities, original, n.d.
- 6 Dish washing facilities, photocopy
- 7 Domestic Supervisor I/C Training, n.d.
- 8 Domestic Supervisor Staff Duty Roster, n.d.
- 9 Domestic Supervisor Duties, n.d.
- 10-14 [Temporary] Duty Schedules for Domestic Staff, n.d.
- 15-16 Royal Infirmary of Edinburgh Schedules for Domestic Staff, n.d.
- 17 Domestic Staffing, 12 Feb 1965.
- 18 Royal Infirmary of Edinburgh, Corstorphine and Beechmount: scheme of staffing, n.d.
- 19 Selection of Relaxation Allowances, blank form.
- 28 1959-1963 Correspondence re Domestic Staff Work Study. Includes staffing details for different buildings. The work study team's survey; etc (17 items).

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7 Work Studies, II: various, 1958-1973

- 29 1964 Correspondence re Domestic Staff Work Study. Includes recruiting of cleaning staff; problems caused by new work schedules, etc. (26 items).
- 30 1965 Correspondence re Domestic Staff Work Study. Re proposed domestic staffing; proposed purchases of equipment, etc. (12 items).
- 31 n.d. Personnel Administration Ltd: Work Study Appreciation Talks for Hospitals.
- 32 Work Study: methods used and types of problems met with. Loose sheets, photocopies; pp 1, 3, 4, 10–23, 24–28.

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8 Staff Returns and Review Committee, 1948-1953

In 1949 the South Eastern Regional Hospital Board sent a circular letter to the Secretaries of the various Boards of Management asking for information as to members and grades of all staff employed in their hospital. Proposals were invited regarding alterations to the existing establishment.

In 1952 the Department of Health for Scotland issued a circular on the need to minimise the cost of running hospitals by making all practical economies in staff numbers.

In 1953 the Royal Infirmary set up a Review Committee to analyse staff returns with a view to cost saving.

Each circular resulted in a detailed survey of staff numbers in the different departments of the Infirmary and associated hospitals.

- 1 1949 Replies to the South Eastern Regional Hospital Board's circular from different departments of Royal Infirmary of Edinburgh, and from Beechmount, the Convalescent Home and the Simpson Memorial Maternity Pavilion. (30 items)
- 2 1949 Summaries of Royal Infirmary of Edinburgh staff establishments including the Department of Nursing and the Simpson. (9 items).
- 3 1949–1952 South Eastern Regional Hospital Board printed pamphlets on Staff Establishments. (2 items).
- 4 1952–1953 Request for economies in staff numbers; staff returns for different departments of the Royal Infirmary of Edinburgh, and for Beechmount, the Convalescent Home. (14 items).
- 5 1952–1953 Staff returns for various departments of Royal Infirmary of Edinburgh, for the Simpson and for the Edinburgh Dental Hospital; notes on possible savings in the different departments. (15 items).
- 6 1953 Meetings of Review Committee to analyse staff returns; circulars containing staff returns; reports of meetings; statistical forms; etc. (20 items).
- 7 1948–1951 Printed pamphlets; statutory instruments; regarding salary scales, etc found with above papers. (5 items).

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9 Joint Planning Committee, 1959-1966

In the 1960s it was proposed that there be a major reconstruction of the hospitals of the South Eastern Regional Hospital Board. Various committees, from Board level to individual hospital level, were set up to consider the redevelopment plans.

In the end such major developments could not take place because of lack of finances, and only modest projects were accomplished (eg Phase 1 of the Royal Infirmary).

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| 1 | 1959–1965 | Terms of reference and composition of the various committees. (6 items). |
| 2 | 1961–1965 | Notices of meetings. (8 items). |
| 3 | 1959–1965 | Agendas (16 items). |
| 4 | 1960 | Minutes of the Ad Hoc Joint Planning Committee for the Royal Infirmary. (6 items). |
| 5 | 1961–1963 | Minutes of the Joint Planning Committee for the Royal Infirmary. (6 items). |
| 6 | 1965 | Minutes of the Joint Planning Committee for the Royal Infirmary. (6 items). |
| 7 | 1960–1963 | Joint Planning Committee for the Royal Infirmary: notes for Chairman/Convenor of meetings. (4 items). |
| 8 | 1963–1964 | Reports of meetings of officers of the Planning Division of the Regional Hospital Board and officers of the Board of Management of the Royal Infirmary of Edinburgh & Associated Hospitals. (7 items). |
| 9 | 1964 | Minutes of meeting of Regional Planning Committee. (1 item). |
| 10 | 1959 | Report of the Joint Planning Committee to the South Eastern Regional Hospital Board. |
| 11 | 1959 | Comments by individuals, and Memorandum by the Board of Management of the Royal Infirmary of Edinburgh & Associated Hospitals, on the above Committee Report. (9 items). |

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9 Joint Planning Committee, 1959-1966

- 12 1960–1961 Ad Hoc Joint Planning Committee: circulars and correspondence re facilities to be provided in the new Infirmary; also the accommodation to be provided, architecture, etc. (10 items).
- 13 1963 Joint Planning Committee: circulars and correspondence re the revised plan for the redevelopment of the Royal Infirmary of Edinburgh; includes planning for central laundry, Psychiatric Unit, etc. Also report on Experimental Ward Unit with the proposed Ward Trolleys and Laundry Boxes. (14 items).
- 14 1964–1966 Reconstruction of Royal Infirmary of Edinburgh: Report on Staff accommodation and changing facilities; schedules of accommodation for central operating theatre suite; comments on the development plans, etc. (8 items).
- 15 May 1964 Academic Brief New Royal Infirmary of Edinburgh. (2 volumes).
- 16 Dec 1964 Functional Brief and Schedules of Accommodation (3 volumes).

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10 Radiological Safety Committee, 1965-1972

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| 1 | 1965–1968 | Notices of meetings and agendas. (5 items). |
| 2 | 1965 | Memos and minutes of meetings. (9 items). |
| 3 | 1965 | Circulars: codes of practice for protection of people against ionising radiation; setting up of Radiological Safety Committee; appointment of Radiological Safety Officers. (13 items). |
| 4 | 1966 | Papers re safety equipment, hazards to patients, approved symbols for designation of areas and equipment where there is a potential radiation hazard. (5 items). |
| 5 | 1967 | Answers to questionnaire on monitoring of staff exposed to radiation. (22 items). |
| 6 | 1968–1972 | Papers re trade effluent control; hospital procedure in the event of a Radiation Incident outwith the hospital; rules for radiation protection in the use of Diagnostic X-ray equipment; new radiation protection code of 1972. (5 items). |

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11 Committees: Miscellaneous, 1954-1974

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| 1 | 1967 | Computer Working Party: agendas and relevant documents re computerisation of records. (4 items). |
| 2 | 1967–1969 | Economy in Prescribing Committee: agendas and minutes, analysis of costs of medical and surgical equipment, drugs, etc. (16 items). |
| 3 | 1955–1968 | Various papers relevant to the following Committees:

1 Medical and Dental Staff Committee.

2 Developments Committee.

3 Research and Teaching Fund Sub–Committee (5 items). |
| 4 | 1954-1967 | Ring binder containing miscellaneous letters sent and received by the Staff Side Committee of the Joint Consultative Staffs Committee |
| 5 | 1970-1974 | Box containing correspondence of Joint Consultative Staffs Committee |

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12 Staff: Appointments, Establishment, etc, 1949-1988

- 1 1951–1956 “Appointments made and paid by Regional Hospital Board”: Assistants, Senior Hospital Medical Officers, Senior Registrars, Registrars. Bound notebook.
- 2 1951–1953 Appointments: registrars and house officers; giving contract and salary offered, whether accepted, etc. Springback file.
- 3 n.d. “List of names submitted on proformae to the South Eastern Regional Hospital Board, Scotland” - list of doctors under each consultant’s charge.
- 4 1969–1979 Lists of House Officers appointed to the Royal Infirmary and Associated Hospitals and following Royal Infirmary of Edinburgh Group. (13 items).
- 5 1985–1988 Lists of House Officers appointed to the Royal Infirmary of Edinburgh Group. (13 items).
- 6 1949 List of Medical Officers graded as Registrars, with details of terms of appointments, salaries, etc.
- 7 1975 Names and addresses of District Medical Officers and Chief Administrative Medical Officers in Scotland.
- 8 1948, 1965–1966 Provision for hospital Specialists; tables giving names of Consultants in different departments, with proposed future establishment; reviews of Consultant staffing. (11 items).
- 9 1949–1950 Terms and conditions of service of Hospital Medical and Dental Staff (National Health Service); examples of South Eastern Regional Hospital Board contracts for consultants, etc. (7 items).
- 10 1950–1957 Nursing Staff Establishment; Administrative and Clerical Staff Establishment; Establishment of Administrative and Clerical, Nursing, Domestic and other Staff; etc. (11 items).
- 11 1960–1964 Scottish Hospital Service, etc: memoranda on Medical Staffing Structure in hospitals; and terms and conditions of service. (3 items).
- 12 1970–1971 Nursing Establishment: implementation of the Salmon Report. (3 items).
- 13 1949–1973 Miscellaneous: subjects include Personnel Officer; Bacteriology Department Staff; Block Release for HNC, etc. (6 items).

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13 Administration: General, 1949-c1974

1 Structure and Function of Hospital Boards, etc, 1949–1970

- 1 Description of area covered by South Eastern Regional Hospital Board, Scotland, 1949.
- 2 Hospitals contained in the group “Royal Infirmary of Edinburgh and Associated Hospitals” with advice on the giving of legacies to these hospitals, n.d.
- 3 Note by Mr Vallance with reference to Membership of the Regional Hospital Board, 1950.
- 4 Department of Health for Scotland; “The Relationship between Regional Hospital Boards and Boards of Management”, 1952.
- 5 Committee on the Administrative Practice of Hospital Boards: Evidence from Boards of Management. Invitation to Boards to comment on the functions, membership, etc to the various committees, 1963.
- 6 National Health Service Structure - Health Area Boards. A discussion paper by SHHD, 1970.

2 Administration of RIE and Associated Hospitals, 1957–1959

- 1 Rules for posts of Medical Superintendent and of Secretary & Treasurer as drawn up by Board of Management, which conflict to some extent with the terms of the DHS circular, 1957.
- 2 Comments by the Secretary & Treasurer on the Administration of the Royal Infirmary of Edinburgh and Associated Hospitals, 1959.

3 Secretary & Treasurer’s Department, 1957

- 1 Report by Organisation and Methods Division, HM Treasury, 1957.
- 2 Draft comments on above report, n.d.
- 3 South Eastern Regional Hospital Board, Scotland: Work Study Department - “Proposed Filing System for Secretary & Treasurer’s Office, Royal Infirmary of Edinburgh”, n.d.
- 4 Alphabetical list of headings under which papers are to be filed, n.d.

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13 Administration: General, 1949-c1974

4 Dental Staffing; Dental Hospital, 1965–c1970

- 1 Scottish Hospital Memorandum on Dental Staffing Structure, 1965.
 - 2 Memorandum on Dental Surgery Assistants, n.d.
 - 3 Appendix on Consultant Staffing - Dental Services, 1967.
 - 4 Edinburgh Dental Hospital & School: report of ad hoc committee on staffing & accommodation requirements, c1970.
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- 5 1963 Statements, in tabular form, of nurse staffing, bed and patient statistics compiled from returns sent in by 16 British hospitals, with covering explanation. (2 items).
 - 6 1965 Siting of New Hospital for Sick Children: memoranda, minutes of meetings, etc. (10 meetings).
 - 7 1956–1972 Building Programmes: includes proposals re reconstruction of Royal Infirmary of Edinburgh, 1956; proposal for major building programme for South East Region after 1971/1972; building maintenance report; costing for architect and consulting engineers for East Medical Lecture Theatre, Royal Infirmary of Edinburgh, n.d., etc. (4 items).
 - 8 1960–1970 Property, etc: papers re Dean of Guild Court petitions; felling of timber on hospital property; land transactions, etc. (6 items).
 - 9 1959 South Eastern Fire Brigade: reports on the Royal Infirmary of Edinburgh, Beechmount, Dental Hospital & School. (3 items).
 - 10 1957–1971 Financial Papers: details of expenditure by Board of Management of its own funds for purchases of premises, erection of buildings, provision of furnishings, etc, for wards, etc. Also note of book values of property purchased by Secretary of State; circulars to patients involved in motor accidents asking for payment of fee due; etc. (8 items).
 - 11 1954 Hospital Endowments Commission: Board of Management of the Royal Infirmary of Edinburgh and Associated Hospitals - Memorandum re Endowments Scheme, draft and final version.
 - 12 1963 Memorandum on the founding and present position of Beechmount.
 - 13 c1974 ‘Watch out thief about – you can’t even trust your mummy’. Poster for the Hospital Watch scheme designed by a pupil at Heriot’s Junior School. Acc 04/18a.

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14 Files of the Secretary and Treasurer, 1962-1964

These were files of TW Hurst, Secretary and Treasurer to the Royal Infirmary of Edinburgh and Associated Hospitals Board of Management. They were found amongst the Simpson Memorial Maternity Pavilion case notes (LHB3 CC/1). They were not assigned an accession number.

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|---|-------------|--|
| 1 | 1962 | [New Milk Kitchen]. Includes reports of meetings on the establishment of a new kitchen; correspondence with the architect AA Dixon and equipment suppliers Drayton Castle Ltd; report on visit to the Milk Kitchen at Bellshill Maternity Hospital; plans of cold storage and equipment; plan of lay-out of Hospital with proposed alterations. 4 folders; 1 outsize item. |
| 2 | 1962 – 1964 | [New Milk Kitchen]. Includes plans and estimates for equipment. |

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14 Administration: Wards, Medical Services, Patient Care, etc, 1949-1974

1 Admissions and Bed Allocations, 1949–1964

- 1 South Eastern Regional Hospital Board (SERHB): letter re allocation of beds in the Region, 30 Mar 1949.
- 2 SERHB: Report of Review Committee on Private and Amenity beds, April 1963.
- 3 SERHB: letter re Admission Arrangements to Edinburgh Hospitals, Sep 1963.
- 4 Memorandum on Medical and Surgical Non Waiting List Admissions, May 1964.
- 5 SERHB: Admission Arrangements: Instructions for Medical Superintendents, n.d.
- 6 SERHB: Usage of Beds and Statistics of In-Patients and Out-Patients:
 - 1 Jan 1967-December 1971, including RIE; Artificial Eye Clinic, Beechmount Hospital, Corstorphine Hospital, Dental Hospital, Hearing Aid Clinic, Orthoptic and Dispensing Opticians Clinic, Queen Mary Maternity Home, SMMP, Chalmers Hospital
 - 2 1974, including RIE, Dental Hospital, SMMP, Queen Mary Maternity Home, Chalmers Hospital

2 Patient Services, 1961–1966

- 1 Scottish Hospital Service: Out-Patient Departments, 1961
- 2 Proposed Regional Haematology Policy for South Eastern Regional Hospital Board, draft, 1962.
- 3 Proposed Regional Haematology Policy for South Eastern Regional Hospital Board, final version, 1962.
- 4 Report of a meeting of the Committee dealing with the Treatment of Accidents in the Royal Infirmary, Feb 1963.
- 5 SERBH: Expansion of Geriatric Service in Edinburgh, Mar 1963.
- 6 SERBH: Report of the ad hoc Committee set up to review the present position, and to consider the future provision of Accident and Emergency Services in the Region..., Jan 1964.

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14 Administration: Wards, Medical Services, Patient Care, etc, 1949-1974

2 Patient Services, 1961–1966

7 SERHB: Accident & Emergency Service - circular letter, Mar 1964.

8 SERHB: Review of Maternity Services, Apr 1964.

9 Future reorganisation of Out-patient Services for Chest Diseases and Tuberculosis: memorandum for the Consultant Physicians, Jun 1964.

10 Scottish Home & Health Department: memorandum on the Development for Cervical Cytology Services, Oct 1966

3 Hepatitis, c1971

1 SERHB: Final Report by the Hepatitis Advisory Group, 1971.

2 A memorandum on measures to minimise the risk of the Transmission of Viral Hepatitis to Members of Hospital and Lab Staffs, n.d.

4 Patient Services, 1972, n.d.

1 SERHB: Review of Rehabilitation Facilities - report by Group Captain Wynn Parry and Dr Nichols, Feb 1972.

2 Pamela Andrews - "A Home Care Scheme", n.d.

3 Memorandum on Cardiac Surgery in Edinburgh, n.d.

5 1951–1952 Papers on Dental Prosthetics: its teaching and the charges made for dentures, etc. (20 items).

6 1952–1953 SERHB: Ambulance Service - booklet, with amendment sheets. (5 items).

7 1965 Theatre Service Centre: Report to the SERHB of an experiment carried out at the Royal Infirmary of Edinburgh, illustrated volume.

8 1964–1972 SERHB: provision of Regional Sterile Supply Organisation. (3 items).

9 Miscellaneous: Scientific and Clinical, 1960–1972

1 Scottish Hospital Service: 'Clinical Research', 1960.

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14 Administration: Wards, Medical Services, Patient Care, etc, 1949-1974

9 Miscellaneous: Scientific and Clinical, 1960–1972

2 Development Funds for Teaching Hospitals: gives details of sums required by each department and the use to which the money is to be put, 1966.

3 JR Greening: memorandum on the Servicing of Medical and Scientific Electronic Equipment, 1968.

4 Scottish Health Services - Report of a Working Party, 1972.

5 Clinical Chemistry in the South East Region of Scotland, n.d.

10 Courses and Conferences, 1962–1963, n.d.

1 Report on the Symposium on Clinical Trials, 1962.

2 RM Marquis: Report on visit to the Fourth World Congress of Cardiology...and to Medical Centres in the United States and Canada, 1962.

3 DA Coates, SMMP: Muirhead Trust Travelling Scholarship - Report on three months visit in Scandinavia, 1963.

4 Report on the 4th International Congress of the World Confederation of Physical Therapy, n.d.

5 Board of Management for the Royal Infirmary of Edinburgh and Associated Hospitals: details of travelling Fellowships granted by the Board, n.d.

11 Notification of Infectious Disease – Forms of Certificate, blank, n.d.

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15 Nurse Training; Nursing, 1956-1974

1 Miscellaneous Papers, 1956–1974

- 1 General Nursing Council for Scotland (GNCS): Present requirements for General Training, 1956.
- 2 Department of Health for Scotland: National Health Service Reserve - memorandum, 1958.
- 3 Royal Infirmary School of Nursing: Programme of Training, Sep 1963.
- 4 Royal Infirmary of Edinburgh: State Enrolled Nurse Training, 1963.
- 5 Note of meeting at Royal Infirmary of Edinburgh re revised training requirements for General Registration, 1963.
- 2 1963 Papers regarding the Implementation of the New Wider Basic Training. (6 items).
- 3 1963 GNCS: Paper describing the Council's constitution and Educational Programme.
- 4 n.d. Proposal for a Research Fellowship in the field of the Salmon Report - its implementation and the effect thereof.
- 5 1966 Royal Infirmary of Edinburgh and Associated Hospitals: Report of the Ad Hoc Nurse Education Advisory Committee regarding the development of a Central School of Nursing.
- 6 1967, 1970 South Eastern Regional Nurse–Training Committee: progress reports. (2 items).
- 7 n.d. General Nursing Council for Scotland: National Plan for Nurse Education - South Eastern Region.
- 8 1970 Papers regarding the proposed Nurse Education Centre for Edinburgh. (4 items).
- 9 1970–1973 Miscellaneous papers re the Nurse Teaching Unit in the proposed new Royal Infirmary of Edinburgh; Standing Orders for the South Edinburgh School of Nursing; memorandum by the Central Midwives Board for Scotland, etc. (6 items).
- 10 1974 South Eastern Regional Nurse Training Committee: Review of Clinical Training Places in the South Eastern Region.

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STAFF NEWS BULLETIN

1	Nov 1954	no 1
2	wanting	
3	n.d.	no 3
4	n.d.	no 4
5	n.d.	no 6

6-7 Editor's notice describing the function of the Bulletin, draft and final typescript.

ROYAL INFIRMARY OF EDINBURGH GROUP GAZETTE

8	Oct 1972	no 1
9	Nov 1972	no 2
10	Dec 1972	no 3
11	Jan 1973	no 4
12	Feb 1973	no 5
13	Mar 1973	no 6
14	Apr 1973	no 7
15	May 1973	no 8
16	Jun 1973	no 9
17	Jul 1973	no 10
18	Aug 1973	no 11
19	Sep 1973	no 12
20	Oct/Nov 1973	no 13
21	Nov/Dec 1973	no 14

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22 Jan 1974 no 15

23 Feb/Mar 1974 no 16

THE CONSULTATIVE

The Consultative appears to have developed from the *Staff News Bulletin*. It begins as a duplicated typescript, A4 size, and in 1966 becomes smaller, with a stiff, illustrated cover. Publication of *The Consultative*, the group magazine of the Royal Infirmary of Edinburgh and Associated Hospitals, was discontinued with the dissolution of the Board of Management in 1974. A staff magazine for the Infirmary continued in the form of Royal Roundabout (LHB 1/70/39)

24 Dec 1964 No title

25 1964

26 May 1965

27 c1965 volume 1 no 4 new format

28 Apr 1966 volume 1 no 5

29 Summer Issue volume 1 no 6

30 Christmas Issue volume 1 no 7

31 Spring Issue volume 1 no 8

32 [Christmas 1967] volume 1 no 9

33 [Spring 1968] volume 1 no 10

34 Summer 1968 volume 1 no 11

35 [1968] volume 1 no 12

36 Christmas Issue volume 2 no 1

37 May 1969 volume 2 no 2

38 Aug 1969 volume 2 no 3

39 Christmas Issue volume 2 no 4

40 Jun 1970 volume 2 no 5 2 copies

41 Oct 1970 volume 2 no 6

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|----|-----------------|--|
| 42 | Christmas Issue | volume 2 no 7 |
| 43 | [Spring 1971] | volume 2 no 8 |
| 44 | Christmas 1971 | volume 2 no 9 |
| 45 | Spring 1972 | volume 2 no 10 |
| 46 | Christmas 1972 | volume 2 no 11 |
| 47 | Summer 1973 | volume 2 no 12 |
| 48 | Christmas 1973 | volume 3 no 1. Second copy from Acc 07/07. |