

LAWS AND REGULATIONS

COMMUNICATED IN COMPLIANCE WITH THE TERMS OF THE

CONVENTION FOR LIMITING THE MANUFACTURE
AND REGULATING THE DISTRIBUTION
OF NARCOTIC DRUGS OF 13 JULY 1931

AS AMENDED BY THE PROTOCOL OF 11 DECEMBER 1946



FINLAND

1948

E/NL.1948/78
15 March 1949

Note by the Secretary-General

In accordance with Article 21 of the Convention of 1931 for limiting the Manufacture and regulating the Distribution of Narcotic Drugs, as amended by the Protocol of 11 December 1946, the Secretary-General has the honour to forward to the Members of the United Nations and to the other parties to the Convention the following text communicated by the Government of Finland.

HEALTH DEPARTMENT REGULATIONS

Given in Helsingfors 12 June 1947

In virtue of Article 29 of the Health Department Order of 17 March 1944 (188/44), the State Council has, at the instance of the Ministry of Internal Affairs, made the following regulations for the Health Department:

Article 1

As head of the Health Service and chief of the Health Department, the Director-General is required, along with his other tasks, to:

- (1) make himself thoroughly intimate with conditions in the country's health service and make tours of inspection for this purpose;
- (2) see that occupants of posts and appointments in the health service and persons holding appointments or practising professions under the jurisdiction of the Health Department behave in a manner befitting their position;
- (3) initiate such innovations and improvements in the health service as seem to be necessary;
- (4) supervise the work of the various divisions of the Health Department; and
- (5) inform the Ministry of the Interior at once of important matters affecting the health service.

Article 2

The head of every division is required, in matters pertaining to that division, to:

- (1) follow carefully conditions and developments within his sphere of activity, and where occasion arises, to make the necessary proposals;
- (2) be responsible for the proper and prompt performance of the division's duties;
- (3) see that all matters affecting his division and also another division are promptly brought to the knowledge of the head of that division;
- (4) see that announcements and notices issued by the Health Department are attended to properly and at the right time;
- (5) supervise the day books and at least once a quarter see that decisions affecting the division's work are correctly entered in the day book and that questions raised are handled with adequate despatch;
- (6) give advice and guidance on the application of laws, orders, regulations and decisions of the Health Department, where there is no doubt as to their application;
- (7) see that annual reports, accounts and statements are sent punctually to the Health Department, scrutinize them and decide on the measures which such scrutiny may make necessary;
- (8) see that vacant posts and appointments are advertised and, when necessary, take the proper steps to appoint persons to temporary charge of such posts and appointments;
- (9) decide on the obtaining of rulings, interpretations or other information on matters handled by his division, provided that such are not requested of a higher authority and that another submitting authority has not been ordered to obtain them;
- (10) see that decisions are brought to the knowledge of the parties concerned;
- (11) issue orders to members of his division in regard to official tours;
- (12) decide whether to approve the travelling expenses of officials belonging or subordinate to his division;
- (13) order payment of the fees of members of the Scientific Council;
- (14) after consulting in the matter the head of the general medical division, sanction the temporary appointment of a candidate in medicine* to a medical post or appointment within his division; and

* Medicine Kandidat: a person who has attained a status short of doctorate but qualifying him for practice. - Reviser

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- (15) undertake the necessary tours of inspection, report his observations thereon to the Director-General and to the head of the division to which the observations may refer, and make a written report thereon where the Director-General finds this necessary.

Article 3

The head of the general medical division is required to:

- (1) deal with applications for permission to practise dentistry;
- (2) decide on orders for doctors to serve as army doctors;
- (3) give opinions on a qualified doctor's competence and freedom to hold a medical post or appointment, where such is not a matter for another division;
- (4) report on questions concerning the work of male and female nurses, where such are not matters for another division;
- (5) decide questions relating to the approval of medical gymnasts, masseurs and dental mechanics, and of doctors charged with the supervision of training institutes for medical gymnasts and masseurs or of centres where medical gymnastics or massage are provided;
- (6) see that assistance for study and travel within the jurisdiction of the division is advertised;
- (7) report on matters concerning the general postgraduate training of doctors;
- (8) check the results of examinations and analyses carried out by the State Laboratory of Forensic Chemistry, send autopsy reports and opinions connected therewith and other medico-legal reports within his competence to the Health Department, and take the appropriate steps in connection with them; and
- (9) have charge of the Health Department library.

Article 4

The head of the public health division is required to:

- (1) supervise the work of county and provincial doctors, assistant county doctors and district doctors;
- (2) give opinions on local public health orders and regulations for health boards;
- (3) supervise measures against epidemic and infectious diseases, except tuberculosis, and see that sufficient quantities of serum and vaccine are available when necessary;
- (4) deal with questions relating to the organization of vaccination, prescribe the fee to be paid to vaccinators out of State funds, and approve and appoint vaccinators when required by law;
- (5) take steps where necessary for the organization of quarantine stations;
- (6) decide on matters concerning the extermination of rats and vermin and cyanide fumigation; and
- (7) issue orders for the inspection of ships and the extermination of the rats thereon.

Article 5

The head of the people's health division is required to:

- (1) supervise the work of district, commune and urban doctors, commune midwives and nurses, and commune maternity and child welfare centres, and see that the communes perform their duties in regard to the establishment and maintenance of commune and urban health departments, midwifery and nursing services, and maternity and child welfare centres;
- (2) decide questions relating to the approval of nurses as trained nurses;
- (3) decide questions concerning the appointment of temporary medical officers of health to communes;
- (4) decide questions relating to the appointment of public midwives and nurses, the establishment of maternity and child welfare centres in the communes, and the exemption of any commune from the duty of appointing midwives or nurses;
- (5) decide on the right of a commune midwife or nurse to continue to hold her appointment after reaching the age of 60;
- (6) decide on the right of a commune midwife to work in a maternity home maintained or supported by the commune; and

- (7) decide on the removal of a consultation centre from a commune.

Article 6

The head of the hospitals division is required to:

- (1) supervise the treatment given in State, commune, joint commune, and private hospitals and maternity homes coming under the division;
- (2) supervise the use of medicines and dressings in State hospitals coming under the division;
- (3) supervise the care taken of the medical equipment, records, scientific collections and libraries of State hospitals coming under the division;
- (4) supervise in other respects the work of the hospitals mentioned in paragraph 1, where such is not a matter for another division;
- (5) decide in regard to the purchase of medical equipment not exceeding 50,000 marks in price for the State hospitals coming under the division;
- (6) decide regarding the approval of doctors, except medical superintendents, at commune and private hospitals within his jurisdiction, provided that the doctor is not principally attached to another division, and of head nurses at such hospitals, and of temporary occupants of such posts; and
- (7) report on matters concerning the grant of the State subsidy prescribed by law for establishment costs, and of all State subsidy subject to audit, to the hospitals coming under the division.

Article 7

The head of the psychiatric division is required to:

- (1) deal with and decide on the matters referred to in Article 6, in so far as they concern mental hospitals and psychiatry;
- (2) decide in regard to the disposal of patients under observation and criminal patients and their renewal to other institutions, and supervise their treatment; and
- (3) decide in regard to the approval of persons not having the required qualifications as male and female nurses in the psychiatric ward of a commune home.

Article 8

The head of the inspection division is required to:

- (1) arrange and develop the statistical system of the Health Department and see that with its assistance both current and less recent statistical information essentially connected with the work of the health service is obtainable;
- (2) prepare before 1 November of the following year an annual report on the state and development of the country's public health, hospital and pharmaceutical services, and the work of the Health Department;
- (3) undertake regular visits of inspection, according to a plan approved by the Director-General, to various hospitals in the country, whereby observations may be made particularly in regard to the working of the hospital services, the suitability of the diet, the attitude of staff to patients, the system in force in the institution, and the efficacy and economy of its work, and prepare written reports on such visits;
- (4) detect anomalies in hospitals with the help of statistics and other information, and after verifying their existence to report them together with the results of the visits of inspection referred to in paragraph 3 to the Director-General and the head of the division concerned for necessary action;
- (5) deal, in due order and on instructions from the Director-General, with appeals and complaints concerning the work of the hospital and psychiatric divisions, with the exception of disciplinary measures and judicial proceedings; and
- (6) make other inspections, investigations, enquiries and reports in respect of the work of the hospital and psychiatric divisions on instructions from the Director-General and in collaboration with the head of the division concerned.

Article 9

The head of the pharmaceutical division is required to:

- (1) see that vacancies for pharmacists and assistance for study and travel within the jurisdiction of his division are made known;
- (2) issue orders for inspections within the division's competence, including inspections of central stocks of medicines at hospitals, in charge of persons who have passed the pharmaceutical examination;
- (3) check the records of the inspections referred to in paragraph 2;
- (4) decide on applications for release from management of a pharmacy for a maximum period of six months and the issue of orders for a temporary manager of the pharmacy for the same maximum period;
- (5) determine whether to declare a dispenser authorized to manage a pharmacy; and
- (6) decide whether to approve pharmaceutical apprentices and their appointment to pharmacies, and whether to grant permission for them to move from one pharmacy to another.

Article 10

The head of the finance division is required to:

- (1) supervise the proper financial management of the Health Department and the institutions belonging to it, and especially the utilization, storage and local procurement of foodstuffs, heating and lighting appurtenances, necessities and supplies, and equipment;
- (2) supervise the book-keeping of institutions under the Health Department and provide the forms necessary for book-keeping and financial management;
- (3) decide questions relating to old-age bonuses;
- (4) determine whether to remove sickness payments from the accounts;
- (5) decide questions relating to the procurement of supplies, the writing-off of equipment, and the agriculture and horticulture of institutions under the Health Department;
- (6) decide applications from workers and holders of posts and appointments for permission to take their meals in the hospital, after consulting the head of the hospital or psychiatric division where the matter concerns a doctor or any other member of the medical staff or their relations;
- (7) report on questions concerning the grant of statutory Government subsidy to hospitals for maintenance and running costs;
- (8) decide in regard to payment of Government subsidy to communes for commune doctors, midwives and nurses; and
- (9) after consulting the Director-General, assign duties to officials in the finance division to whom no duties have been specially allotted.

Article 11

The head of the administration division is required to:

- (1) see that matters are dealt with according to law at plenary meetings of the Health Department;
- (2) draft laws and ordinances on matters within the competence of the Health Department after the facts thereof have been surveyed by the head of another division;
- (3) supervise and direct the work of the general office and the keeping of the archives, in his capacity as head of the general office;
- (4) assign duties to the clerks and other members of the general office staff, after consulting the Director-General;
- (5) see that the staff of the Health Department regularly perform their duties and observe the regulations for civil service working hours and other activity;
- (6) deal with matters concerning superannuation;
- (7) assist the heads of the other divisions to solve legal problems;
- (8) see to the issue of health regulations; and
- (9) decide in regard to recovery by execution of stamp duty and expenses payable on unredeemed documents.

Article 12

The secretary is required to:

- (1) take the minutes at general meetings of the Health Department;

- (2) assist heads of departments in drawing up documents on matters dealt with at a general meeting, and draw up documents on matters settled by the Director-General without a report;
- (3) prepare and report on matters concerning superannuation;
- (4) prepare and report on such other matters as the Director-General or the head of the administration division so direct him;
- (5) assist the head of the administration division to issue health regulations;
- (6) decide on the obtaining of rulings, interpretations or other pronouncements in regard to matters to be reported on by him, in so far, as such are not requested of a higher authority;
- (7) carry out investigations according to instructions, and act as prosecutor in disciplinary matters;
- (8) sign and issue the announcements and notices of the Health Department; and
- (9) list the fines imposed by the Health Department.

Article 13

An assistant secretary is required to:

- (1) take minutes of the meetings referred to in Article 11 of the Health Department Order, and, where necessary, of discussions of matters falling to be settled by the Director-General;
- (2) draw up documents relating to matters dealt with at the meetings referred to in paragraph 1;
- (3) prepare and report on matters entrusted to him for this purpose and assist heads of divisions in preparing matters and drawing up documents in regard thereto; and
- (4) perform such special duties as the Director-General may assign to him.

Article 14

The epidemiologist is principally required to assist the head of the public health division in putting down infectious epidemic and venereal diseases, and in connection therewith to:

- (1) superintend and develop measures against epidemic and venereal diseases in the country;
- (2) keep himself informed of the outbreak and spread of epidemic and venereal diseases;
- (3) see that the authorities, at the outbreak of an epidemic, take all the requisite counter-measures, and if necessary take part himself in the campaign against the epidemic;
- (4) supervise vaccination;
- (5) superintend the work of the isolation hospitals;
- (6) organize publicity campaigns against epidemic and venereal diseases; and
- (7) prepare and report on such matters concerning epidemic and venereal diseases as the head of the division may entrust to him for this purpose.

Article 15

A pharmaceutical inspector is required to:

- (1) carry out the inspections referred to in Article 9, paragraph 2;
- (2) draft reports on such inspections and present them to the Health Department, and cause regulation copies thereof to be made;
- (3) supervise and inspect the importation, manufacture, storage and sale of pharmaceutical substances;
- (4) undertake the inspection of druggists' accounts payable by the Health Department, and other official accounts, and decide on their approval; and
- (5) prepare and, on behalf of the head of the division, submit questions within the division's competence, and perform such other duties as the head of the division may entrust to him.

Article 16

The duties of the nurses' training inspector relate to State, communal and private

schools for the training of nurses, male and female mental nurses and public-health nurses, to preparatory schools connected with them, and generally to the practice of male and female nursing; the duties of the inspector of public-health nursing relate to State public health institutes, to model and training districts connected with them and with schools of public-health nursing, and to county nurses and the work of public-health and visiting nurses; the duties of the inspector of midwifery relate to State midwifery institutes, county midwives and midwifery work.

The inspector should, within his district:

- (1) follow developments within that district and make such reports to the head of the division concerned as may appear necessary;
- (2) inspect and supervise the work of the training institutions in his district;
- (3) where necessary, take part in board meetings of schools in his district and of other schools on request, and give them expert assistance;
- (4) superintend the work and working conditions of male and female nurses, public-health and visiting nurses and deaconesses, male and female mental nurses and midwives;
- (5) when so instructed, make official tours and report on them in writing; and
- (6) assist heads of divisions in preparing matters pertaining to his district and perform such special duties as the Director-General may assign to him.

Article 17

The statistician is required to:

- (1) collect and process material relating to the health service and compile statistics therefrom;
- (2) assist the head of the inspection division in drawing up the annual report of the Health Department;
- (3) examine draft forms proposed for other divisions; and
- (4) perform such other special duties as the Director-General may entrust to him.

Article 18

The notary is required to:

- (1) prepare and report on matters entrusted to him for that purpose and assist the heads of divisions in preparing questions and drawing up documents in regard thereto;
- (2) keep the lists and card-index files specified by the head of the division; and
- (3) attest copies of documents concerning matters prepared or submitted by him.

Article 19

The chief accountant is required to:

- (1) administer and render account of the Health Department's funds and issue receipts for remittances and registered mail sent to the Health Department;
- (2) superintend the keeping of the Health Department's books and examine and countersign the monthly statements and balance sheets;
- (3) prepare and report on matters connected with old-age bonuses; ,
- (4) pay the salaries of persons holding posts and appointments in the Health Department;
- (5) see that guarantees and contracts deposited with the finance division are held in safekeeping and maintained valid; and
- (6) draw up an annual statement of moneys paid into the Civil Service Widows and Orphans Fund.

Article 20

An accountant is required to:

- (1) supervise and examine the accounts of accounts-clerks and, if errors and faults are discovered at such examination, to demand a report on such accounts or such explanations as he may deem necessary and, where such are unsatisfactory, to pass the documents with his comments to the head of the division for further action;

- (2) carry out inspections to supervise the financial administration of public institutions under the Health Department, such as the utilization, storage and procurement of foodstuffs, heating and lighting appurtenances, necessities and supplies, and the booking of all income and vouchers;
- (3) check, at least once a year, the inventories of public institutions under the Health Department;
- (4) make proposals to the head of the division for measures in connection with the inspections referred to in paragraphs 1 - 3, and to this end obtain such explanations as he considers necessary;
- (5) prepare and report on such other matters connected with the economy of public institutions as the head of the division may pass to him for that purpose; and
- (6) examine applications received by the Health Department concerning the auditing of accounts and the consumption of foodstuffs and other necessities, and make such proposals to the head of the division as his examination may make necessary.

Article 21

An assistant accountant is required to:

- (1) prepare and report on matters connected with instructions for payment and applications for money;
- (2) prepare matters concerning State subsidies;
- (3) examine accounts connected with the payment of travelling expenses and daily allowances;
- (4) assist the head of the division in matters concerning proposals for estimates of income and expenditure and of special expenditure; and
- (5) act as the Health Department's steward, take charge of the Health Department's inventories and stocks, and procure necessities for the Health Department.

Article 22

The chief book-keeper is required to:

- (1) take care of the book-keeping of the Health Department, draw up the accounts and prepare the balance sheet;
- (2) see that the books are kept in order, made to agree, and sent for audit at the proper time, accept and take custody of documents returned therefrom, and attend to the safekeeping of such other documents of the kind belonging to the financial division as are not entered in the chief day-book; and
- (3) keep an account of credits granted, see that they are not overdrawn, and report at once to the head of the division when such overdraft may be expected.

Article 23

A book-keeper is required to:

- (1) enter up instructions for payment and money orders, and vouchers and other advices received by the finance division, and send out the documents connected therewith;
- (2) prepare and report on matters entrusted to him for such action, and assist the head of the division or the submitting officer in preparing any matter;
- (3) sign and attest certificates and true copies for issue based on records of the finance division; and
- (4) keep the lists and card-index files specified by the head of the division.

Article 24

Clerks in the general office of the Health Department shall perform the duties enumerated in Article 25.

Assistant clerks and accounts clerks, copying clerks and holders of temporary posts shall perform the duties assigned to them.

Porters shall perform the official duties required of them.

Article 25

The general office of the Health Department shall perform the registration and office work common to the various divisions, e.g.:

- (1) entering in the day-books, in accordance with the rules of the Health Department, official correspondence received by the Health Department, applications handed in or sent to the Health Department, and other documents;
- (2) entering in the day-book the provisional measures and final decision taken in regard to any matter;
- (3) keeping the archives of the Health Department in accordance with instructions;
- (4) despatching ordinary letters and documents, with the exception of the finance division's orders for payment, money orders and applications in regard thereto;
- (5) collecting fees received for Health Department documents and rendering a monthly account thereof to the finance division,
- (6) distributing Health Department publications;
- (7) taking charge of the Health Department's stock of forms and seeing to their distribution;
- (8) preparing agendas;
- (9) keeping the register and card-index files of members of the health service, in accordance with the rules of the Health Department;
- (10) attesting extracts from the register and copies of documents in the archives, and drawing up certificates where necessary, in accordance with the instructions of the head of the division concerned;
- (11) sending particulars to the head of the Civil Service Widows' and Orphans' Fund in February of each year regarding changes in participants in the Health Department's fund;
- (12) sending information on the health service annually to the State Directory; and
- (13) publishing a list of doctors and dentists in January of each year.

Article 26

The Health Department shall determine the distribution of the work of assistant secretaries, pharmaceutical inspectors, assistant accountants and notaries.

By order of the Director-General, occupants of posts and appointments may be declared to be bound, where necessary, to perform suitable official duties which depart from the established order.

Article 27

An occupant of a post or appointment selected to make a report is required to:

- (1) prepare the matters upon which he has been commissioned to report and draw up documents in regard thereto;
- (2) decide whether to procure rulings, explanations and other pronouncements in regard to the matters upon which he has to report, provided that such are not requested from a higher authority; and
- (3) see that the decision on the matters reported by him is made known to the competent authority.

Article 28

The Health Department shall hold its plenary meetings and the meetings referred to in Article 11 of the Health Department Order at the time specified by the Director-General.

Not later than the day preceding a meeting the rapporteur must inform the person appointed to draw up the agenda of the matters to be presented. An item may, by order of the Director-General, be placed on the agenda later than this.

Article 29

A matter that should otherwise be decided by the head of a division may be decided by the Director-General if he considers that its nature so requires.

Where the head of a division holds, in regard to a matter to be decided by him, a different view from that of the head of a division whom he consults thereon in accordance with these regulations, the matter shall be passed to the Director-General for decision.

Article 30

When in accordance with these regulations a matter is to be decided by the head of

a division or other submitting authority, the document drawn up in connection therewith shall be signed on behalf of the Health Department.

Article 31

Where a matter requires decision by the Director-General or the head of a division, or any other occupant of a post under the Health Department, the decision shall be recorded in the day-book on the day it is made. Where the submitting authority has expressed a different view in regard to the decision, a note shall be made on the record of the matter or the divergent view shall be recorded in the day-book.

Article 32

Where a decision or proposal made by any division of the Health Department, other than the finance division entails a grant or other accountancy measure, the finance division shall be immediately informed thereof.

Helsingfors, 12 June 1947 .

Minister of the Interior

State Councillor