SCHEDULE XX

Minimum essential requirements for hospital staff

Serial number	Designation or category of employee	Number of posts required as per bed strength				Available	Deficiency
		60	100	150	200		
	Administrative zone						
1.	Medical superintendent / Principal	01	01	01	01	01	
2.	Deputy medical superintendent (BAMS degree with minimum of 10 years of hospital work experience, including at least 3 years of mandatory experience in hospital administration / BAMS degree and a hospital administration / management degree/diploma with 7 years of hospital work experience / Postgraduate qualification in any clinical (Ayurveda) subjects with 5 years of clinical or teaching experience / Postgraduate qualification (Ayurveda) in clinical subjects and a hospital administration/management degree/diploma with 3 years of clinical or teaching experience)	01	01	02	02	01	
	Consultants	Teachers of clinical Dept.					
3.	Resident medical officer including emergency medical officer	02	03	04	05	3	
4.	Matron or nursing superintendent	01	01	01	01	1	
5.	Assistant matron (for day and night shifts)	Upto 100 beds 2 (1+1)		101 to 200 beds 4 (2+2)		4	
6.	Office superintendent	1	1	1	1	1	
7.	Clerks and accountants	1	2	3	4	2	
8.	Store keeper	01	01	01	01	1	
9.	Multi tasking Staff	3	3	4	4	3	
Note: Modern medical staff (presence not mandatory for inspection or visitation)							
10.	Anaesthesiologist	Part time				1	
11.	Pathologist	Part time				1	
12.	Radiologist	Part time				1	
13.	Physician, Surgeon, Ophthalmologist, Obstetrician, Pediatrician, Dentist etc. can be } appointed (Part Time)as per institutional requirement and State norms						
	Reception and Registration						
14.	Receptionist cum telephone operator (graduation with computer knowledge and communication skills)	1	1	1	1	1	
15.	Registration and billing clerks (graduation with computer knowledge)	2 Upto 100 Beds		4 101 to 200 Beds		2	
16.	Medical record technician (qualified or trained) Medical record technician (MET/Graduate (any subject) with 12th with 3 years of hospital experience	1	1	1	1	1	
17.	Public relation officers for college and hospital	Optional					
	Out Patient Department Zone:						
18.	Nursing staff (one each for atyayika, Shalya and Prasuti and Streeroga)	3	3	3	5 (1+2+2)	3	
19.	Aya/MTS	3	3	3	5	3	
	Dispensary						
20.	Pharmacist (D. Pharm/ D. Pharma : (ISM/Ayu.). and B. Pharma (ISM/Ayu.) preferably	2	2	3	4	6	
	Diagnostic Zone						
21.	Lab technician (diploma in medical laboratory technology)	2	2	3	4	2	
22.	Lab attendant (minimum 10th Standard passed)	1	1	2	3	1	
23.	X-ray technician (qualified)	1	1	1	1	1	

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24.	Dark room assistant (in case of non-digital x-ray)	1	1	1	1	1	
25.	ECG (electro-cardio-gram) technician	1	1	2	2	1	
26.	Microbiologist (MSc microbiology) (Part Time)	1	1	1	1	1	
	In-Patients Zone						
	In-Patients Section						
27.	Nursing staff (one for 30 beds) For Medical and Surgical In-patient section	7 (2 Nurses for 30 beds in 3 shifts with 1 relieve r)	13 (4 Nurses for 30 beds in 3 shifts with 1 reliever)	17 (5 Nurses for 30 beds in 3 shifts with 2 reliever)	23 (7 Nurses for 30 beds in 3 shifts with 2 reliever)	13	
	Medical In-Patients Section						
28.	MTS (one for twenty beds)	2	3	5	6	3	
29.	Resident medical officer (one for thirty beds) – Bachelor of Ayurvedic Medicine and Surgery	2(1+1)	2(1+1)	2(1+1)	2(1+1)	2	
	Surgical In-Patients Section1						
30.	MTS (one for twenty beds)	2	2	3	4	2	
31.	Resident surgical officer(one for thirty beds) – Bachelor of Ayurvedic Medicine and Surgery	2(1+1)	2(1+1)	2(1+1)	2(1+1)	2	
	Procedural Management Zone						
	Panchakarma						
32.	Nursing staff	1	1	2	2		
33.	Therapists (male and female)	6 (3+3)	10 (5+5)	16 (8+8)	20 (10+10)		10
34.	House officer or clinical registrar or senior resident- Bachelor of Ayurvedic Medicine and Surgery preferably with Master of Business Administration in hospital administration.	1	1	1	1	1	
	Operation Theatre						
35.	Nursing staff	1	2	3	4	2	
36.	Operation theatre attendants	2	3	4	5	3	
37.	Anushastra karma technician (12th standard passed with biology along with adequate training)	1	1	2	2	1	
	Labour Room including Prasuti and Stri rog procedural room						
38.	Nursing staff	3	3	6	6	3	
39.	MTS – preferable Female (one per shift)	3	3	3	3	3,	
	Physiotherapy						
40.	Physiotherapist	1	1	1	1	1	
41.	Attendant or MTS	1	1	1	1	1	
	Yoga						
42.	Yoga demonstrator	1	1	1	1	1.	
	Services Zone						
	Pathya – Diet Section						
43.	In-charge (assign additional charge to a Dietician or any teaching faculty member from Swasthvrita department)	1	1	1	1	1	
44.	Pathya cooks	2	2	3	4	2.	
45.	Multi-tasking staff	2	2	3	4	2	

Note: Public relations officers, multi-tasking staff, housekeeping, maintenance staff, security, drivers may be appointed or outsourced as required.

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