

## 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					
<b>Administrative zone</b>							
1.	Medical superintendent / Principal	01				1	
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				1	
	Consultants	Teachers of clinical Dept.				8	
3.	Resident medical officer including emergency medical officer	02				3	
4.	Matron or nursing superintendent	01				1	
5.	Assistant matron (for day and night shifts)	Upto 100 beds 2 (1+1)		101 to 200 beds 4 (2+2)		2	
6.	Office superintendent	1				1	
7.	Clerks and accountants	1				1	
8.	Store keeper	1				1	
9.	Multi tasking Staff	3				3	
<b>Note:</b> 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.	Obstetrician,		Part time			1	
<b>Reception and Registration</b>							
14.	Receptionist cum telephone operator (graduation with computer knowledge and communication skills)	1				1	
15.	Registration and billing clerks (graduation with computer knowledge)	2	Upto 100 Beds			2	
16.	Medical record technician (qualified or trained) Medical record technician (MET/Graduate (any subject) with 12 <sup>th</sup> with 3 years of hospital experience)	1				1	
17.	Public relation officers for college and hospital		Optional			0	
<b>Out Patient Department Zone:</b>							
18.	Nursing staff (one each for atyayika, Shalya and Prasuti and Streeroga)	3				3	
19.	Aya/MTS	3				3	
<b>Dispensary</b>							
20.	Pharmacist (D. Pharm/ D. Pharma : (ISM/Ayu.) and B. Pharma (ISM/Ayu.) preferably)	2				2	
<b>Diagnostic Zone</b>							

Signature of Member

Signature of Member

Signature of Chairman

21.	Lab technician (diploma in medical laboratory technology)	2				2	
22.	Lab attendant (minimum 10 <sup>th</sup> Standard passed)	1				1	
23.	X-ray technician (qualified)	1				1	
24.	Dark room assistant (in case of non-digital x-ray)	1				0	
25.	ECG (electro-cardio-gram) technician	1				1	
26.	Microbiologist (MSc microbiology) (Part Time)	1				1	
<b>In-Patients Zone</b>							
<b><i>In-Patients Section</i></b>							
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 reliever)				7	
<b>Medical In-Patients Section</b>							
28.	MTS (one for twenty beds)	2				2	
29.	Resident medical officer (one for thirty beds) – Bachelor of Ayurvedic Medicine and Surgery	2(1+1)				2	
<b><i>Surgical In-Patients Section</i></b>							
30.	MTS (one for twenty beds)	2				2	
31.	Resident surgical officer (one for thirty beds) – Bachelor of Ayurvedic Medicine and Surgery	2(1+1)				2	
<b>Procedural Management Zone</b>							
<b><i>Panchakarma</i></b>							
32.	Nursing staff	1				1	
33.	Therapists (male and female)	6 (3+3)				6	
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	
<b>Operation Theatre</b>							
35.	Nursing staff	1				1	
36.	Operation theatre attendants	2				2	
37.	Anushastra karma technician (12 <sup>th</sup> standard passed with biology along with adequate training)	1				1	
<b>Labour Room including Prasuti and Stri rog procedural room</b>							
38.	Nursing staff	3				3	
39.	MTS – preferable Female (one per shift)	3				3	
<b>Physiotherapy</b>							
40.	Physiotherapist	1				1	
41.	Attendant or MTS	1				1	
<b>Yoga</b>							
42.	Yoga demonstrator	1				1	
<b>Services Zone</b>							
<b>Pathya – Diet Section</b>							
43.	In-charge (assign additional charge to a Dietician or any teaching faculty member from Swasthvrita department)	1				1	

Signature of Member

Signature of Member

Signature of Chairman

44.	Pathya cooks	2				2	
45.	Multi-tasking staff	2				2	
<b>Note:</b> Public relations officers, multi-tasking staff, housekeeping, maintenance staff, security, drivers may be appointed or outsourced as required.							

  
**Principal**  
**Smt. Shalinitai Meghe Ayurvedic**  
**Medical College, Hospital &**  
**Research Center, Bhandara**

Signature of Member

Signature of Member

Signature of Chairman