

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	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	01	02	02	1	
	Consultants	Teachers of clinical Dept.					
3.	Resident medical officer including emergency medical officer	02	03	04	05	2	
4.	Matron 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)			
6.	Office superintendent	1	1	1	1	1	
7.	Clerks and accountants	1	2	3	4	1	
8.	Storekeeper	01	01	01	01	1	
9.	Multitasking Staff	3	3	4	4	3	
Note: Modern medical staff (presence not mandatory for inspection or visitation)							
10.	Anaesthesiologist	Part time				Available	
11.	Pathologist	Part time				Available	
12.	Radiologist	Part time				Available	
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 communications skills)	1	1	1	1	1	
15.	Registration and billing clerks (graduation with computer knowledge)	2		4			
		Upto 100 Beds		101 to 200 Beds			
16.	Medical record technician (qualified or trained) Medical record technician (MET/Graduate (any subject) with 12 th 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 ayika, 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	2	
Diagnostic Zone							
21.	Lab technician (diploma in medical laboratory technology)	2	2	3	4	2	
22.	Lab attendant (minimum 10 ^m Standard pass)	1	1	2	3	1	

Signature of Member

Signature of Member

Signature of Chairman

	ed)						
23.	X-raytechnician(qualified)	1	1	1	1	1	
24.	Darkroomassistant(incaseofnon-digitalx-ray)	1	1	1	1	1	
25.	ECG(electro-cardio-gram)technician	1	1	2	2	1	
26.	Microbiologist(MScmicrobiology) (Part Time)	1	1	1	1	1	
In-PatientsZone							
<i>In-PatientsSection</i>							
27.	Nursingstaff (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)	7	
Medical In-Patients Section							
28.	MTS(onefortwentybeds)	2	3	5	6	2	
29.	Residentmedicalofficer(onefortybeds))- BachelorofAyurvedicMedicineandSurger y	2(1+1)	2(1+1)	2(1+1)	2(1+1)	2	
<i>SurgicalIn-PatientsSection</i>							
30.	MTS(onefortwentybeds)	2	2	3	4	2	
31.	Residentsurgicalofficer(onefortybeds))- BachelorofAyurvedicMedicineandSurger y	2(1+1)	2(1+1)	2(1+1)	2(1+1)	2	
ProceduralManagementZone							
<i>Panchakarma</i>							
32.	Nursingstaff	1	1	2	2	1	
33.	Therapists(maleandfemale)	6(3+3)	10(5+5)	16(8+8)	20(10+10)	6	
34.	House officer or clinical registrar or senior resident- BachelorofAyurvedicMedicineandSurge rypreferably with Master of Business Administration in hospital administration.	1	1	1	1	1	
OperationTheatre							
35.	Nursingstaff	1	2	3	4	1	
36.	Operationtheatreattendants	2	3	4	5	2	
37.	Anushastrakarmatechnician(12 th standard passedwith biology along with adequate training)	1	1	2	2	1	
LabourRoomincludingPrasutiandStrirogproceduralroom							
38.	Nursingstaff	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.	AttendantorMTS	1	1	1	1	1	
Yoga							
42.	Yogademonstrator	1	1	1	1	1	
ServicesZone							
Pathya–DietSection							
43.	In-charge(assign additional charge to a Dietician or any teaching faculty member from Swasthvrita department)	1	1	1	1	1	
44.	Pathyacooks	2	2	3	4	2	
45.	Multi-taskingstaff	2	2	3	4	2	
Note: Publicrelationsofficers,multi-taskingstaff,housekeeping,maintenancestaff,security,driversmaybe appointedoroutsourcedasrequired.							