

SCHEDULE XX

Minimum essential requirements for hospital staff

Serial number	Designation or category of employee	Number of posts required as per bed strength				Availability	Deficiency
		60	100	150	200		
Administrative zone							
1.	Medical superintendent / Principal	01	01	01	01	Available	
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	Available	
	Consultants	Teachers of clinical Dept.				Available	
3.	Resident medical officer including emergency medical officer	02	03	04	05	Available	
4.	Matron or nursing superintendent	01	01	01	01	Available	
5.	Assistant matron (for day and night shifts)	Upto 100 beds 2 (1+1)		101 to 200 beds 4 (2+2)		Available	
6.	Office superintendent	1	1	1	1	Available	
7.	Clerks and accountants	1	2	3	4	Available	
8.	Store keeper	01	01	01	01	Available	
9.	Multi tasking Staff	3	3	4	4	2	1
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 communication skills)	1	1	1	1	Available	
15.	Registration and billing clerks (graduation with computer knowledge)	2 Upto 100 Beds		4 101 to 200 Beds		Available	
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	Available	
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)	1	2
19.	Aya/MTS	3	3	3	5	1	2
Dispensary							
20.	Pharmacist (D. Pharm/ D. Pharma : (ISM/Ayu.) and B. Pharma	2	2	3	4	Available	

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	(ISM/Ayu.) preferably						
Diagnostic Zone							
21.	Lab technician (diploma in medical laboratory technology)	2	2	3	4	Available	
22.	Lab attendant (minimum 10 th Standard passed)	1	1	2	3	Available	
23.	X-ray technician (qualified)	1	1	1	1	Available	
24.	Dark room assistant (in case of non-digital x-ray)	1	1	1	1	Not Applicable	
25.	ECG (electro-cardio-gram) technician	1	1	2	2	Available	
26.	Microbiologist (MSc microbiology) (Part Time)	1	1	1	1	Available	
In-Patients Zone							
<i>In-Patients Section</i>							
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)	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)	Available	
Medical In-Patients Section							
28.	MTS (one for twenty beds)	2	3	5	6	Available	
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)	Available	
<i>Surgical In-Patients Section</i>							
30.	MTS (one for twenty beds)	2	2	3	4	Available	
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)	Available	
Procedural Management Zone							
<i>Panchakarma</i>							
32.	Nursing staff	1	1	2	2	Available	
33.	Therapists (male and female)	6 (3+3)	10 (5+5)	16 (8+8)	20 (10+10)	Available	
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	Available	
Operation Theatre							
35.	Nursing staff	1	2	3	4	Available	
36.	Operation theatre attendants	2	3	4	5	Available	
37.	Anushastra karma technician (12 th standard passed with biology along with adequate training)	1	1	2	2	Available	
Labour Room including Prasuti and Stri rog procedural room							
38.	Nursing staff	3	3	6	6	2	1
39.	MTS – preferable Female (one per shift)	3	3	3	3	3	
Physiotherapy							
40.	Physiotherapist	1	1	1	1	Available	
41.	Attendant or MTS	1	1	1	1	Available	
Yoga							
42.	Yoga demonstrator	1	1	1	1	Available	

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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	Available		
44.	Pathya cooks	2	2	3	4	Available		
45.	Multi-tasking staff	2	2	3	4	Available		
Note: Public relations officers, multi-tasking staff, housekeeping, maintenance staff, security, drivers may be appointed or outsourced as required.								