

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	Nil
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	02	Nil
	Consultants	Teachers of clinical Dept.					
3.	Resident medical officer including emergency medical officer	02	03	04	05	03	Nil
4.	Matron or nursing superintendent	01	01	01	01	01	Nil
5.	Assistant matron (for day and night shifts)	Upto 100 beds 2 (1+1)		101 to 200 beds 4 (2+2)		02	Nil
6.	Office superintendent	1	1	1	1	01	Nil
7.	Clerks and accountants	1	2	3	4	02	Nil
8.	Store keeper	01	01	01	01	01	Nil
9.	Multi tasking Staff	3	3	4	4	03	Nil
Note: Modern medical staff (presence not mandatory for inspection or visitation)							
10.	Anaesthesiologist	Part time				01	Nil
11.	Pathologist	Part time				01	Nil
12.	Radiologist	Part time				01	Nil
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	01	Nil
15.	Registration and billing clerks (graduation with computer knowledge)	2 Upto 100 Beds		4 101 to 200 Beds		04	Nil
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	01	Nil
17.	Public relation officers for college and hospital	Optional				01	Nil
Out Patient Department Zone:							
18.	Nursing staff (one each for atyayika, Shalya and Prasuti and Streeroga)	3	3	3	5 (1+2+2)	03	Nil
19.	Aya/MTS	3	3	3	5	03	Nil
Dispensary							
20.	Pharmacist (D. Pharm/ D. Pharma : (ISM/Ayu.) and B. Pharma (ISM/Ayu.) preferably)	2	2	3	4	02	Nil
Diagnostic Zone							
21.	Lab technician (diploma in medical laboratory technology)	2	2	3	4	02	Nil
22.	Lab attendant (minimum 10 th Standard passed)	1	1	2	3	01	Nil

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23.	X-ray technician (qualified)	1	1	1	1	01	Nil
24.	Dark room assistant (in case of non-digital x-ray)	1	1	1	1	NA	Nil
25.	ECG (electro-cardio-gram) technician	1	1	2	2	01	Nil
26.	Microbiologist (MSc microbiology) (Part Time)	1	1	1	1	01	Nil
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 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	Nil
Medical In-Patients Section							
28.	MTS (one for twenty beds)	2	3	5	6	03	Nil
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)	04	Nil
<i>Surgical In-Patients Section</i>							
30.	MTS (one for twenty beds)	2	2	3	4	02	Nil
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)	04	Nil
Procedural Management Zone							
<i>Panchakarma</i>							
32.	Nursing staff	1	1	2	2	01	Nil
33.	Therapists (male and female)	6 (3+3)	10 (5+5)	16 (8+8)	20 (10+10)	10	Nil
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	01	Nil
Operation Theatre							
35.	Nursing staff	1	2	3	4	02	Nil
36.	Operation theatre attendants	2	3	4	5	03	Nil
37.	Anushastra karma technician (12 th standard passed with biology along with adequate training)	1	1	2	2	01	Nil
Labour Room including Prasuti and Stri rog procedural room							
38.	Nursing staff	3	3	6	6	03	Nil
39.	MTS – preferable Female (one per shift)	3	3	3	3	03	Nil
Physiotherapy							
40.	Physiotherapist	1	1	1	1	01	Nil
41.	Attendant or MTS	1	1	1	1	01	Nil
Yoga							
42.	Yoga demonstrator	1	1	1	1	01	Nil
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	01	Nil
44.	Pathya cooks	2	2	3	4	02	Nil
45.	Multi-tasking staff	2	2	3	4	02	Nil
Note: Public relations officers, multi-tasking staff, housekeeping, maintenance staff, security, drivers may be appointed or outsourced as required.							

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Baualy
Principal
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Shevgaon, Dist. A'Nagar