

## 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          |           |            |
| <b>Administrative zone</b>  |  |  |     |                            |              |           |            |
| 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.                   |     |                            |              | 25        |            |
| 3.  | Resident medical officer including emergency medical officer   | 02   | 03  | 04                         | 05           | 02        |            |
| 4.  | Matron or nursing superintendent   | 01   | 01  | 01                         | 01           | 01        |            |
| 5.  | Assistant matron (for day and night shifts)  | Upto 100 beds<br>2 (1+1)                     |     | 101 to 200 beds<br>4 (2+2) |              | 02        |            |
| 6.  | Office superintendent  | 1  | 1   | 1                          | 1            | 01        |            |
| 7.  | Clerks and accountants   | 1  | 2   | 3                          | 4            | 01        |            |
| 8.  | Store keeper   | 01   | 01  | 01                         | 01           | 01        |            |
| 9.  | Multi tasking Staff  | 3  | 3   | 4                          | 4            | 03        |            |
| <b>Note:</b> Modern medical staff (presence not mandatory for inspection or visitation) |  |  |     |                            |              |           |            |
| 10.   | Anaesthesiologist  | Part time                                    |     |                            |              | 01        |            |
| 11.   | Pathologist  | Part time                                    |     |                            |              | 01        |            |
| 12.   | Radiologist  | Part time                                    |     |                            |              | 01        |            |
| 13.   | Physician, Surgeon, Ophthalmologist, Obstetrician, Pediatrician, Dentist etc. can be appointed (Part Time) as per institutional requirement and State norms  |  |     |                            |              |           |            |
| <b>Reception and Registration</b>   |  |  |     |                            |              |           |            |
| 14.   | Receptionist cum telephone operator (graduation with computer knowledge and communication skills)  | 1  | 1   | 1                          | 1            | 01        |            |
| 15.   | Registration and billing clerks (graduation with computer knowledge)   | 2<br>Upto 100 Beds                           |     | 4<br>101 to 200 Beds       |              | 02        |            |
| 16.   | Medical record technician (qualified or trained)<br>Medical record technician (MET/Graduate (any subject) with 12 <sup>th</sup> with 3 years of hospital experience  | 1  | 1   | 1                          | 1            | 01        |            |
| 17.   | Public relation officers for college and hospital  | Optional                                     |     |                            |              |           |            |
| <b>Out Patient Department Zone:</b>   |  |  |     |                            |              |           |            |
| 18.   | Nursing staff (one each for atyayika, Shalya and Prasuti and Streeroga)  | 3  | 3   | 3                          | 5<br>(1+2+2) | 03        |            |
| 19.   | Aya/MTS  | 3  | 3   | 3                          | 5            | 03        |            |
| <b>Dispensary</b>   |  |  |     |                            |              |           |            |
| 20.   | Pharmacist (D. Pharm/ D. Pharma : (ISM/Ayu.) and B. Pharma (ISM/Ayu.) preferably   | 2  | 2   | 3                          | 4            | 02        |            |
| <b>Diagnostic Zone</b>  |  |  |     |                            |              |           |            |
| 21.   | Lab technician (diploma in medical laboratory technology)  | 2  | 2   | 3                          | 4            | 02        |            |

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|   |  |  |   |  |   |    |
|---|--|--|---|--|---|----|
| 22.   | Lab attendant (minimum 10 <sup>th</sup> Standard passed)   | 1  | 1   | 2  | 3   | 01 |
| 23.   | X-ray technician (qualified)   | 1  | 1   | 1  | 1   | 01 |
| 24.   | Dark room assistant (in case of non-digital x-ray)   | 1  | 1   | 1  | 1   | 01 |
| 25.   | ECG (electro-cardio-gram) technician   | 1  | 1   | 2  | 2   | 01 |
| 26.   | Microbiologist (MSc microbiology) (Part Time)  | 1  | 1   | 1  | 1   | 01 |
| <b>In-Patients Zone</b>   |  |  |   |  |   |    |
| <i>In-Patients Section</i>  |  |  |   |  |   |    |
| 27.   | Nursing staff (one for 30 beds) For Medical and Surgical In-patient section  | 7<br>(2<br>Nurses for<br>30 beds in<br>3 shifts<br>with<br>reliever) | 13<br>(4<br>Nurses for<br>30 beds in<br>3 shifts<br>with<br>reliever) | 17<br>(5<br>Nurses<br>for<br>beds in<br>3<br>shifts<br>with<br>reliever) | 23<br>(7<br>Nurses for<br>30 beds in<br>3 shifts<br>with<br>reliever) | 07 |
| <b>Medical In-Patients Section</b>                                |  |  |   |  |   |    |
| 28.   | MTS (one for twenty beds)  | 2  | 3   | 5  | 6   | 02 |
| 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)  | 02 |
| <b>Surgical In-Patients Section</b>                               |  |  |   |  |   |    |
| 30.   | MTS (one for twenty beds)  | 2  | 2   | 3  | 4   |    |
| 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)  | 02 |
| <b>Procedural Management Zone</b>                                 |  |  |   |  |   |    |
| <b>Panchakarma</b>  |  |  |   |  |   |    |
| 32.   | Nursing staff  | 1  | 1   | 2  | 2   | 01 |
| 33.   | Therapists (male and female)   | 6<br>(3+3)   | 10<br>(5+5)   | 16<br>(8+8)  | 20<br>(10+10)   | 06 |
| 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 |
| <b>Operation Theatre</b>  |  |  |   |  |   |    |
| 35.   | Nursing staff  | 1  | 2   | 3  | 4   | 01 |
| 36.   | Operation theatre attendants   | 2  | 3   | 4  | 5   | 02 |
| 37.   | Anushastra karma technician (12 <sup>th</sup> standard passed with biology along with adequate training)   | 1  | 1   | 2  | 2   | 01 |
| <b>Labour Room including Prasuti and Stri rog procedural room</b> |  |  |   |  |   |    |
| 38.   | Nursing staff  | 3  | 3   | 6  | 6   | 03 |
| 39.   | MTS - preferable Female (one per shift)  | 3  | 3   | 3  | 3   | 02 |
| <b>Physiotherapy</b>  |  |  |   |  |   |    |
| 40.   | Physiotherapist  | 1  | 1   | 1  | 1   | 01 |
| 41.   | Attendant or MTS   | 1  | 1   | 1  | 1   | 01 |
| <b>Yoga</b>   |  |  |   |  |   |    |
| 42.   | Yoga demonstrator  | 1  | 1   | 1  | 1   | 01 |
| <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   | 1  | 1   | 01 |

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|     |                     |   |   |   |   |    |  |
|-----|---------------------|---|---|---|---|----|--|
| 44. | Pathya cooks        | 2 | 2 | 3 | 4 | 02 |  |
| 45. | Multi-tasking staff | 2 | 2 | 3 | 4 | 01 |  |

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

*[Handwritten Signature]*  
**I/c. PRINCIPAL**  
**Vasantdada Patil Ayurvedic**  
**Medical College, Sangli.**

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