

**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	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	3	
4.	Matron or 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)		2	
6.	Office superintendent	1	1	1	1	1	
7.	Clerks and accountants	1	2	3	4	2	
8.	Store keeper	01	01	01	01	2	
9.	Multi tasking Staff	3	3	4	4	2	
<b>Note: Modern medical staff (presence not mandatory for inspection or visitation)</b>							
10.	Anaesthesiologist	Part time				1	
11.	Pathologist	Part time				1	
12.	Radiologist	Part time				1	
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	1	
15.	Registration and billing clerks (graduation with computer knowledge)	2 Upto 100 Beds		4 101 to 200 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	1	1	1	

Signature of Member      Signature of Member

Signature of Chairman 49 | Page

Principal  
Dhanwantari Ayurved Medical

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 (1+2+2)	3	
19.	Aya/MTS	3	3	3	5	3	
<b>Dispensary</b>							
20.	Pharmacist (D. Pharm/ D. Pharma : (ISM/Ayu.) and B. Pharma (ISM/Ayu.) preferably	2	2	3	4	2	
<b>Diagnostic Zone</b>							
21.	Lab technician (diploma in medical laboratory technology)	2	2	3	4	2	
22.	Lab attendant (minimum 10 Standard passed)	1	1	2	3	1	
23.	X-ray technician (qualified)	1	1	1	1	1	
24.	Dark room assistant (in case of nondigital x-ray)	1	1	1	1	1	
25.	ECG (electro-cardio-gram) technician	1	1	2	2	1	
26.	Microbiologist (MSc microbiology) (Part Time)	1	1	1	1	1	
<b>In-Patients Zone</b>							
<b>In-Patients Section</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 )	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 )	10	
<b>Medical In-Patients Section</b>							
28.	MTS (one for twenty beds)	2	3	5	6	3	
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)	2	
<b>Surgical In-Patients Section</b>							
30.	MTS (one for twenty beds)	2	2	3	4	2	
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)		
<b>Procedural Management Zone</b>							
<b>Panchakarma</b>							
32.	Nursing staff	1	1	2	2	1	
33.	Therapists (male and female)	6 (3+3)	10 (5+5)	16 (8+8)	20 (10+10)	8	
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	1	
<b>Operation Theatre</b>							

Signature of Member

Signature of Chairman 50 | Page

Principal

Dhanwantari Ayurved Medical  
College & Hospital

35.	Nursing staff	1	2	3	4	2	
36.	Operation theatre attendants	2	3	4	5	3	
37.	Anushastra karma technician (12 <sup>th</sup> standard passed with biology along with adequate training)	1	1	2	2	1	
<b>Labour Room including Prasuti and Stri rog procedural room</b>							
38.	Nursing staff	3	3	6	6	3	
39.	MTS – preferable Female (one per shift)	3	3	3	3	3	
<b>Physiotherapy</b>							
40.	Physiotherapist	1	1	1	1	1	
41.	Attendant or MTS	1	1	1	1	1	
<b>Yoga</b>							
42.	Yoga demonstrator	1	1	1	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	1	1	1	
44.	Pathya cooks	2	2	3	4	2	
45.	Multi-tasking staff	2	2	3	4	2	

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

Signature of Member    Signature of Member

Signature of Chairman 51 | Page

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