

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	01	Nil
Consultants		Teachers of clinical Dept.				30	Nil
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)		04	Nil
6.	Office superintendent	1	1	1	1	1	Nil
7.	Clerks and accountants	1	2	3	4	1	Nil
8.	Store keeper	01	01	01	01	1	Nil
9.	Multi tasking Staff	3	3	4	4	3	Nil
Note: Modern medical staff (presence not mandatory for inspection or visitation)							
10.	Anaesthesiologist	Part time				1	Nil
11.	Pathologist	Part time				1	Nil
12.	Radiologist	Part time				1	Nil
13.	Ophthalmologist	Part time				1	Nil
	Medicine Specialist	Part time				1	Nil
	ENT Specialist	Part time				1	Nil
	Obst. Gynac	Part time				1	Nil
	Pediatrician	Part time				1	Nil
Reception and Registration							
14.	Receptionist cum telephone operator (graduation with computer knowledge and communication skills)	1	1	1	1	1	Nil
15.	Registration and billing clerks (graduation with computer knowledge)	2		4		2	Nil
16.	Medical record technician (qualified or trained)	Upto 100 Beds		101 to 200 Beds		1	Nil
	Medical record technician (MET/Graduate (any subject) with 12 th with 3 years of hospital experience)	1	1	1	1		
17.	Public relation officers for college and hospital	Optional					NA
Out Patient Department Zone:							
18.	Nursing staff (one each for atyayika, Shalya and Prasuti and Streeroga)	3	3	3	5 (1+2+2)	3	Nil
19.	Aya/MTS	3	3	3	5	3	Nil
Dispensary							
20.	Pharmacist (D. Pharm/ D. Pharma : (ISM/Ayu.) and B. Pharma (ISM/Ayu.) preferably	2	2	3	4	2	Nil
Diagnostic Zone							
21.	Lab technician (diploma in medical laboratory technology)	2	2	3	4	02	Nil
22.	Lab attendant (minimum 10 th Standard)	1	1	2	3	1	Nil

Signature of Member

Signature of Member

Signature of Chairman

